

MUHAMMAD SHAMIM

CHIEF TECHNICIAN (RETIRED)
FROM PAKISTAN AIR FORCE
BPS-13



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Address:- House No 970 Street No 2C, Phase 4C/2

Ghori Town Rawalpindi

OBJECTIVE / AIM

- To be a part of your prestigious organization that can fully utilize my skills and enables me to implement and expand my knowledge and skills providing a stimulating and nourishing environment conducive to personal and career growth.

DESIRED POSITION

- Office Work / Personal Assistant to the Administrative officer with 22 years of well experience in handling confidential tasks and conducting office work as well as all administrative tasks assigned by the officials or any duties suitable to my working experience / qualification. Possess proven managerial experience and cost-cutting abilities, while maintaining high standards and achieving assigned tasks. Aiming to transfer my work experience and abilities into your prestigious department.

EDUCATION

- **FSc (Pre-Medical + Pre-Engineering)**
From Board of Intermediate & Secondary Education, Islamabad

CERTIFICATIONS/COURSES

- **HANDLING DIFFICULT PEOPLE COURSE**
National Information Technology Board (NITB), Islamabad
- **COMPUTER LITERACY COURSE**
Information Technology School, Pakistan Air Force Base Lahore, Pakistan

PROFESSIONAL CERTIFICATIONS/COURSES

- **SECTARIAL ASSISSTANT TRADE TRAINING**
Pakistan Air Force
- **MILITARY LEADERSHIP AND COMMAND COURSE**
Pakistan Air Force

WORKINGEXPERIENCE

- **PAKISTAN AIR FORCE (PAF)**
 - **Position:** Admin & Secretarial Assistant / Personal Assistant
 - **Duration:** 24 January, 2003 to 24 January, 2025 (22 Years)

ADMINISTRATIVE EXPERTISE

- Secretarial Assistant & Personal Assistant to Senior Military Officer of Pakistan Air Force.
- Provided administrative support to senior military officers, ensuring seamless day-to-day operations and effective communication.
- Answering of incoming calls resolving issues with the military official in Pakistan Air Force.
- Assisted subordinates in documentation compilation and logged them in the department's system.
- Demonstrated exceptional organizational skills, prioritizing tasks and managing multiple projects simultaneously.
- Maintained confidentiality and handled sensitive information with discretion.
- Coordinated travel arrangements, meetings, and events for senior officers.
- Developed and implemented effective filing systems, both physical and digital.
- Collaborated with other departments to achieve organizational goals.

KEY ACHIEVEMENTS

- Successfully managed the administrative tasks for high-profile events and ceremonies.
- Implemented process improvements, increasing efficiency and productivity in administrative tasks.
- Built strong relationships with senior officers, colleagues and external stakeholders.

SKILLS

- Administrative Management
- Communication and Interpersonal Skills
- Event Planning and Coordination
- Confidentiality and Discretion
- Time Management and Organization
- Supervised and trained the clerical staff
- Received "Shaabaash Certificate" award 03 times from Pakistan Air Force on my devotion to duty
- Team worker who is able to adapt in highly dynamic and changing situations in the office

COMPUTER SKILLS

- Microsoft Office Suite (Word, Excel & PowerPoint)

REFERENCE

- Working Experience in Pakistan Air Force **(22 Years)**