

MAZHAR AMIN

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Location: Islamabad Pakistan



CAREERS OBJECTIVE

A motivated administrative professional seeking a position in a challenging environment. Over 8 year experience successfully providing administrative and secretarial support to the management and operational department. Proficient in a range of computer applications. well-developed communication and customer service skills. Proven ability to efficiently plan and manage multiple assignments to meet tight deadlines. A proactive problem-solver who get the job done.

WORK EXPERIENCE

ARWEN TECH GUL AHMED GROUP | ISLAMABAD, PAKISTAN

May 2024 - Present

Assistant Manager Administration

- Oversee day to day administrative operation and provide support to the senior Managers.
- Handling incoming and outgoing communication including mails, phone calls.
- Arrangement and schedule meeting, appointment, flights, accommodation and transportation for executives and higher management.
- Manage the entire procurement cycle, from sourcing supplier to negotiating contracts.
- Oversee inventory control and ensure accurate tracking of all office supplies and equipment.
- Address operational issue related to office including housekeeping, construction, maintenance etc.
- Update data entry and record keeping for supply, generators, vehicles, maintenance, utility bills etc.
- Monitor compliance with company policies and ensure all administrative procedure are followed.

ALESTRA SOLUTIONS | ISLAMABAD, PAKISTAN

Jul 2023 - Apr 2024

Senior Executive Administration

- Directly reporting to the CEO, executives, and directors of the organization.
- Oversee day to day office operation to ensure smooth and efficient functioning.
- Handling incoming and outgoing communication including mails, phone calls.
- Arrangement and schedule meeting, appointment, flights, accommodation and transportation.
- Address operational issue related to office including housekeeping, construction, maintenance etc.
- Update data entry and record keeping for supply, generators, vehicles, maintenance, utility bills etc.
- Coordinating with IT department to ensure office technology is functioning properly and addressing any issue promptly.

LOUZAN GROUP | AJMAN, UAE

May 2023 - Jun 2023

Administrative Specialist

- Provide administrative support to the CEO, executives, directors and team.
- Handling incoming and outgoing communication including mails, phone, and faxes.
- Arrangement and schedule meeting, appointment, flights, accommodation and transportation.
- Manage and organize PO and LPO and all financial document are properly files and accessible.
- Coordinate with IT department for infrastructure with branches.
- Maintaining and updating office records, ensuring data is accurate accessible.
- Preparing and presenting reports on administrative activities and performance to senior management.

PAKISTAN ARMY | PESHAWAR, PAKISTAN
Administration Coordinator

Jan 2018 - Apr 2023

- Handling incoming and outgoing communication including mails, phone, and faxes.
- Maintain office supplies and ensure necessary equipment is in working orders.
- Update data entry and record keeping for generators, vehicles, maintenance, utility bills.
- Address operational issue related to office including housekeeping, construction, maintenance etc.
- Maintained employee database in both hard form and soft copy format, ensuring accurate and update records.
- Preparing and presenting reports on administrative activities and performance to senior management

PAKISTAN ARMY | PESHAWAR, PAKISTAN
Data Entry Operator

Jan 2017 - Dec 2017

- Oversee and manage day to day operation of the department.
- Handling incoming and outgoing communication including mails, phone, and faxes.
- Day to day update data entry and record database.
- Prepare and edit documents, record.
- Keep office areas tidely and organized.
- Verifying data for accuracy and completeness, performing regular backups.
- Maintain office supplies and ensure necessary equipment is in working orders.
- Maintained employee database in both hard form and soft copy format, ensuring accurate and update records.

EDUCATION

- **MS - PUBLIC ADMINISTRATION**
Allama Iqbal Open University | Islamabad, Pakistan **Sep 2024 - Sep 2026**
- **BS - COMPUTER SCIENCE**
Abdul Wali Khan University | Mardan, Pakistan **Sep 2016 - Dec 2020**

CERTIFICATION

- One Year Diploma of Information Technology
- One Year Office Automation Course Certificate
- One Year Hardware and Software Course Certificate
- One Year Hardware and Software Installation Course Certificate
- Six Months English Shorthand and Typing Course Certificate

SKILLS

CORE COMETENCIES

- Administrative Skills
- Organization Skills
- Travel and Logistic
- Event Coordination
- Vendor Management
- Procurement and Purchasing
- Safety and Security
- Confidentially

COGNITIVE SKILLS

- Hardworking
- Punctuality
- Decision Making
- Team Work and Collaboration
- Communication
- Time Management
- Multitasking
- Responsibility