

MALIK MUNAWAR HUSSAIN

+92 308-5198700
Rawalpindi Cantt
mmalikmunawar21@gmail.com



Dynamic and results-driven professional with over 4 years of experience in administration, IT operations, and public relations. Proven expertise in office management, human resource coordination, data processing, and strategic communication. Skilled in optimizing workflows, leading teams, and implementing efficient processes to drive organizational growth. Adept at problem-solving, decision-making, and delivering high-quality outcomes in fast-paced environments. Committed to leveraging technical and managerial skills to contribute effectively to a reputable organization.

WORKING EXPERIENCE

Admin Officer 2021-2023

American Lycetuff Dnk School System – Rawalpindi

- Managed school administration, HR, budgeting, and records.
- Supervised staff activities, conducted orientations, and assigned teacher evaluations.
- Maintained management information systems and assisted in lesson planning.
- Oversaw maintenance of premises, equipment, and facilities.

Computer Operator 2019-2021

Daraz.PK – Islamabad

- Monitored and maintained IT systems, equipment, and inventory.
- Identified and resolved system errors, coordinated with programmers and analysts.
- Performed data processing, job scheduling, and application performance monitoring.
- Assisted users with troubleshooting and preventive maintenance of IT equipment.

Public Relations Officer (P.R.O) 2018-2019

Jang Geo Cultural Wing Group – Rawalpindi

- Prepared quarterly PR reports and tracked industry trends.
- Edited promotional materials and distributed press releases.
- Communicated with internal teams and external media outlets.
- Represented the organization as a spokesperson at public events.

EDUCATION

INTERMEDIATE (COMMERCE)

BISE – Rawalpindi | Sep 2014 – Jun 2016

MATRICULATION (SCIENCE)

BISE – Rawalpindi | Sep 2013 – Jun 2014

TECHNICAL EXPERTIES

- Office & Administrative Management
- Human Resource Coordination
- Customer Service & Communication
- Data Processing & IT Operations
- Problem Solving & Decision Making
- Management & Leadership
- Workflow Optimization

SOFTWARES

- Microsoft Word – Document creation, formatting, mail merge, reports
- Microsoft Excel – Formulas, pivot tables, charts, data analysis
- Microsoft PowerPoint – Presentation design, animations, templates
- Adobe Photoshop – Image editing, retouching, color correction, promotional graphics
- Data Management Tools – Database handling, file management, data entry
- IT Tools & Troubleshooting – System monitoring, preventive maintenance, software/hardware troubleshooting, application performance management

LANGUAGE

- English
- Urdu
- Punjabi