

To
University of Rawalpindi
E-mail: careers@uor.edu.pk

Subject: Application for the Position of “Personal Secretary to Chairman”

Dear Sir,

It is submitted that I came to know through your advertisement that a post of “Personal Secretary to Chairman” is lying vacant at University of Rawalpindi. I offer my services for the same position.

I’m self-motivated and willing to take up challenges, with more than 25 years diverse experience in managing large-scale projects, worked in dynamic, multi-disciplined public sector industrial organization with top-management and forward-thinking with a passion to serve in challenging environment.

I assure you that if I am selected for the subject post, I shall do all the bests for fulfillment of all assigned goals/tasks. I also completed number of short national/international management courses and a long three months "Senior Officers Management Course" in 2012 from Pakistan Institute of Engineering and Applied Sciences (PIEAS), Islamabad covering all the major area of MBA.

My CV (2-pages) is being forwarded here as an application for the subject position please.

With best regards,

Sincerely,

Muhammad Abid

CURRICULUM VITAE

A. PERSONAL PROFILE:

Name: MUHAMMAD ABID
Date of Birth: 15-02-1971
Present Address: House #336-FF, Street #41, G-9/1, Islamabad
Contact No: 0322-5555376, 0310-5393322 (whatsapp)
E-mail: mabid71@yahoo.com



B. EDUCATIONAL QUALIFICATIONS:

M.S. (N. Engineering) Passed in 1998 (1st division) from Pakistan Institute of Engineering and Applied Sciences (PIEAS), Nilore, Islamabad, affiliated with Quaid-i-Azam University.
M.Sc. Passed in 1994 (1st division) from University of Peshawar
B.Ed. Passed in 1995 (1st division) from Allama Iqbal Open University, Islamabad
B.Sc. Passed in 1992 with Physics, Maths as major subjects (1st division) from University of Peshawar
F.Sc. Passed in 1989 with pre-engg subjects (2nd division)
Matric Passed in 1986 with science subjects (1st division)

C. COMPUTER SKILLS:

Proficient in complete MS Office package and other commonly used applications e.g. Project Management Tools, Inventory/HR Management System etc. Further, experience in data analysis package like SPC, Minitab 14, Origin; Languages like FORTRAN, C++ and ERP environment/other computational tools. Also having technical and practical ability in IT, desktop and office equipment's/general maintenance issues.

D. PROFESSIONAL COURSES:

1. Three months course "Senior Officers Management Course" (May 14 to August 03, 2012) from Pakistan Institute of Engineering and Applied Sciences (PIEAS), Nilore, Islamabad. This covers detailed courses on administrative/financial matters, leadership role & qualities, effective communication, human resource management, procurement/supply chain, project management, team management, strategic studies/analysis and trade organizations, WTO regulations/policies, Labor law etc.
2. One Week course "Programme on Communication for Organizational and Personal Effectiveness (July 29 - 31, 2019)" from LUMS, Lahore.
3. Awareness Training Session on "Total Quality Management" (April 04-05, 2019) from SGS Academy. This covers detailed courses on how to bring 'quality' as culture and every one's responsibility.
4. Certified "Six-Sigma Green Belt" course from Breakthrough Business Solutions, Singapore (July 23 to August 03, 2007). This covers comprehensive statistical data analysis and optimization techniques in operation/production.
5. Completed "Management Skills Training" course from Breakthrough Business Solutions, Singapore (July 04-05, 2007).
6. Completed a Certificate Course in "Presentation Skills" from Institute of Space Technology, Islamabad (April 12-14, 2011)
7. Number of short courses attended/delivered including Office/Project Management, finance/procurement/HR/SC management, cyber security; ISO Quality/Safety Management Systems [ISO 9000:2001, ISO 9001:2015 QMS; OHSAS 18001 etc.], Integrated Management System, accreditation/certification processes and implementation of standards.

E. WORK EXPERIENCE:

i) Two-years experience (20 July 1994 to 30 September 1996) as Lecturer-Physics in Private Sector College, Abasien Public School & College, Shinkiari, Mansehra.

ii) Twenty-five years diverse experience in (06 October 1998 to 08 January 2024) in Public Sector Industrial Organization (Govt. of Pakistan, Islamabad); managing teams/projects, as overall administrative, coordination & managerial role, including policy implementation, administration, procurement, finance management, human resource management, support corporate governance, inter-organizational coordination, cross-functional collaboration etc. JD's are summarized as:

Managing the day-to-day operational/secretarial matters of top management; managing/controlling the flow of information and ensuring the timely execution of directives of top-management; liaison between executives, employees, customers and all relevant internal/external stakeholders; oversee and manage all aspects of the organization's operations; ensuring smooth functioning and adherence to policies and procedures; manage complex top-management calendars; drives and tracks the execution of top management decisions/directives, executive communications to ensure strategic alignment across the organization; track priorities and decisions; manage/coordinate high level meetings/follow-ups, including preparing agendas/presentations, taking minutes, distributing relevant materials; compiling briefs/reports; manage soft/hard document control systems; maintain accurate records and files, including relevant data, financial documents, follow-ups and legal records; managing top-management priorities to amplifying their effectiveness by managing key initiatives, aligning organizational priorities and optimizing workflows to operate at maximum effectiveness; manage budget/petty cash, monitor expenses and provide regular operational reports; analyzing stakeholder data with strategic insights; proactively engage and maintain good relationship with the key decision-makers, regulatory bodies, government officials, stakeholders and relevant organizations; monitor regulatory developments; logistics/travel/accommodation/transport and resource management; oversee the provision and uninterrupted functioning of all utility services and well-maintained workplace; manage for repair/maintenance & office inventory/supplies; reviewing & improving administrative systems & policies/procedures; implementing technology-driven tools/processes; handle operational challenges with effective solutions; data analysis to drive continuous improvement; process optimization for cost control and to increase efficiency and productivity; liaison/coordination with concerned authorities (govt, academic, vendors/suppliers, local department, private organizations etc); enforce disciplinary policies/procedures & handling of legal matters; served as a trusted, confidential and advisory role for top management on all strategic/operational matters etc.

Procurement/supply chain management functions; development/implementation of procurement/supply chain policies; contract drafting, negotiation and vendor/supplier management; complete database of vendors/suppliers of goods and services; procurement plans according to operational requirements and identify for cost reduction/effectiveness; data analysis for suppliers performance and cost reduction/ optimization; manage a diverse portfolio of contracts and service agreements with vendor, contractor, supplier, service provider, ensure compliance with policies, regulations and standards; managing inventory, stock levels, store operations, inventory monitoring & control; stock/inventory reporting/analysis etc. Have worked with "Lean-Six Sigma" team-focused managerial approach, to improve performance by eliminating resource waste and defects.

Development and implementation of security/cyber security policies, procedure; identifying and mitigating risks for maintaining a safe and secure environment; regulatory compliance, safety regulations; management of security equipment and staff trainings; ensuring security of human and assets.

Experience and skills on collecting, organizing & maintaining data; data analysis, interpretation, manipulation, compilation, generate insight from data using scientific/statistical tools. Good negotiating, interpersonal, teamwork, reporting, analytical, documentation, coordination and problem-solving skills with ability to work collaboratively and inspire teams to achieve organizational tasks/goals.