

MUHAMMAD SHAHID SABIR

Senior Accounts, Administration, HR, Professional | Operations & Management Specialist

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PROFESSIONAL SUMMARY

A highly accomplished, versatile, and result-oriented Manager of Human Resources & Administration with over 21 years of multi-disciplinary experience spanning the IT, Banking, Education, and Media sectors. A proven track record of successfully managing cross-functional operations, including end-to-end HR management, financial administration, large-scale payroll processing, procurement, regulatory compliance, and strategic sales management. Recognized as an exceptional multi-tasker capable of driving campus and corporate management, building high-level institutional relationships, and streamlining organizational workflows to maximize productivity and corporate growth.

CORE COMPETENCIES

- Human Resource Management & Strategy
- End-to-End Payroll Processing & ERPs
- Institutional Liaison (PEMRA, NOCs)
- Corporate Admin & Campus Operations
- Financial Administration & Asset Audits
- B2B / B2C Sales & Relationship Building

PROFESSIONAL EXPERIENCE

Manager – Accounts & HR-Administration | Smart Innovations (IT Company)

2023 – Present

- Financial Oversight & Reporting
- **Process Optimization:** Streamlined core accounting workflows—including accounts payable, receivable, and payroll management—reducing month-end closing cycles and improving cash flow efficiency.
- Accounts Payable (AP) & Receivable (AR)
- Supervise and process the complete company payroll cycle, incorporating regular adjustments, performance incentives, and policy-driven deductions.
- Utilized advanced accounting software and ERP systems
- Provide strategic direction and oversight to the Sales and Marketing departments, optimizing lead generation and team execution.
- Manage critical client accounts, supervising cross-departmental operations and financial reporting.

Campus Manager | Roots Millennium Schools*2019 – 2022*

- Exercised complete administrative and operational control over the campus, ensuring a secure, productive, and premium learning environment.
- Headed campus financial administration, including tuition fee billing operations, vendor accounts reconciliation, and expenditure monitoring.
- Managed on-site human resources, including faculty attendance tracking, performance evaluations, and direct reporting to the central directorate.
- Formulated and executed strict campus security protocols, managing internal security staff and emergency preparedness.
- Addressed parent concerns and managed customer relations to improve student retention and institutional goodwill.

Officer – Accounts & Payroll | The City School*2011 – 2019*

- Managed cross-functional responsibilities encompassing campus accounts, internal audits, local HR operations, and monthly payroll compilation.
- **Prepared and finalized** monthly, quarterly, and annual financial statements.
- Facilitated regular financial audits, ensuring absolute transparency in cash flows, fee collections, and petty cash management.
- Accounts Payable (AP) & Receivable (AR)
- Handled local employee relations, leave tracking, and conflict/grievance resolution for campus staff.

Relationship Officer (Concurrent Role) | Dunya News Network (Dunya TV)*2009 – 2011*

- Served as the primary liaison between Dunya News Head Office and the Pakistan Electronic Media Regulatory Authority (PEMRA).
- Managed the end-to-end process of securing No Objection Certificates (NOCs) and complex regulatory clearances from the PEMRA Head Office in Islamabad.
- Developed and sustained strong, high-level professional relationships with senior regulatory officials and media executives on both sides.

Assistant – Accountant, HR, Reporting & Student Affairs | Punjab Group of Colleges*2007 – 2011*

- Prepared comprehensive operational reports and strategic documentation for direct presentation to the Campus Director.
- Maintained and updated the Student Management System (SMS), managing student records, attendance, and performance tracking metrics.
- Assisted with monthly payroll computation and administrative record-keeping.
- Served as the primary point of contact for student affairs and parental coordination, resolving critical issues efficiently.

Admin & Accounts | NetSol Technologies*2005 – 2007*

- Supported the core HR department in recruitment cycles, maintaining personnel files, and coordinating employee orientations.
- Assisted the administration and accounts teams with inventory logging, vendor payments, and daily workplace operations.

Sales & Relationship Executive | Standard Chartered Bank

2003 – 2005

- Managed credit card portfolio sales through structured cold calling, direct client visits, and targeted corporate presentations.
- Built and nurtured long-term client relationships to drive brand loyalty and financial portfolio growth.

Customer Support & Sales Executive | Micronet Broadband

2002 – 2003

- Handled technical and service queries from broadband subscribers, ensuring high first-contact resolution rates.
- Promoted and sold high-speed broadband packages to prospective residential and commercial consumers.

EDUCATION

M.Sc. Economics	2011
Bachelor of Commerce (B.Com)	2000
Intermediate (I.Com)	1998
Matriculation	1995

PERSONAL DETAILS

- **Marital Status:** Married
- **Languages:** English, Urdu
- **Work Approach:** Multi-tasker with cross-functional leadership capabilities.

References are available upon request.