

MUHAMMAD SHAHBAZ

Admin Officer



CONTACT

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Commetty chowk Rwp

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SKILLS

- Paroll experties
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Microsoft office
- Presentation Skills
- Petty Cash Management
- Petty Cash Management

LANGUAGES

- English (C1 Intermediate)
- Urdu (Native)

REFERENCE

Academic and professional references available upon request



PROFILE

Experienced Admin Officer with strong background in office operations, record management, and staff coordination. Skilled in handling documentation, correspondence, scheduling, and maintaining organized filing systems. Proven ability to manage administrative tasks efficiently while supporting management and team members. Detail-oriented professional with excellent communication skills and a track record of improving office workflow and productivity.



WORK EXPERIENCE

The Emigration Edge Pvt Ltd 2026 TO PRESENT
Admin Officer Islamabad

- Managed daily office operations and administrative activities
- Handled documentation, record keeping, and correspondence
- Coordinated with staff and management for smooth workflow
- Supervised office supplies and vendor management
- Managed petty cash, expense tracking, and financial records
- Managed petty cash, expense tracking, and financial records
- Processed employee payroll and maintained salary documentation

Aims Technology Pvt Ltd 2024 - 2025
Admin Officer Islamabad

- Controlled office administration and staff coordination
- Managed official documents, emails, and reporting
- Monitored inventory and facility management
- Improved administrative processes and workflow system.

Pak Multi Services Pvt Ltd 2023 To -2024
Admin Officer (Rwp)

- Controlled office administration and staff coordination
- Managed official documents, emails, and reporting
- Monitored inventory and facility management
- Improved administrative processes and workflow system.



EDUCATION

Master In English Of Literature 2021
Gomal University

Bachelor Of Librarian And Information Science 2020
AIOU University

Bachelor Of Arts 2018
Sargodha University

F.A 2013
Sargodha Board

Matric Science 2010
Sargodha Board