



Muhammad Rashid

An enthusiastic and proactive individual aiming to secure a position in a well-reputed organization. I'm Philomath and a good communicator, well-equipped with professional skills. Hoping to be a part of an esteemed organization that strengthens learning and provides opportunities for personal and professional growth.

EDUCATION AND TRAINING

MS in Management Science

Arid Agriculture University institute of management science [2022 -2024]

City: Rawalpindi

Country: Pakistan

Field(s) of study: Specialization in Human Resource Management

Final grade: 3.63/4.00

Thesis: Impact of Knowledge Management on Employee Performance, Mediating Role of Self-Efficacy

Bachelor of Business Administration

Federal Urdu University of Arts, Science and Technology [2016 -2020]

City: Islamabad

Country: Pakistan

Field(s) of study: Marketing

Higher Secondary School Certificate (FA)

Board of Intermediate Secondary Education [2014 - 2015]

City: Muzaffargarh

Country: Pakistan

Field(s) of study: Economics

Secondary School Certificate (Matric)

Board of Intermediate Secondary Education [2012-2013]

City: Muzaffargarh

Field(s) of study: Biology Science

WORK EXPERIENCE

- 1. Visiting faculty Lecturer in Pir Mehr Ali Shah Arid Agriculture University, Rawalpindi (Step 2025 to May 2026) Subject: Entrepreneurship: Managerial Economics: Introduction to banking and finance)**
- 2. 1 Year Experience as a Campus Manager (Little Hands School), Rawalpindi (Responsibilities)**
 - Strategic Planning:** Developing and Implementing School Improvement Plans.
 - Financial Management:** Budgeting And Financial Planning. Managing School Resources and Allocation.
 - Human Resources:** Recruiting And Hiring Staff.
 - Operational Management:** Overseeing Daily School Operations. Ensuring School Safety and Security.
- 3. 4 Months Internship as An HR Assistant at Ahmed Medical Complex (AMCH), Rawalpindi**
 - Job duties.** include organizing and managing employee records, assisting with the recruitment process, answering benefits-related questions, coordinating the logistics of training programs, and facilitating employee recognition activities.
- 4. 6 Years' Experience as A Customer Care Executive at AMCH Rawalpindi.**
- 5. 3 Months ' Internship as an Assistant Manager and Accountant at Faisal School System, Rawalpindi.**

Certifications

- 3-Month Basic Computer Diploma
- The Use of Artificial Intelligence in Research
- Sport & Games Participant Certificates

Personal Information

Father's Name: Khadim Hussain

D.O.B: 08th OCT 1997

Contact no: +923135447726

NIC# 37405-7008548-7

Domicil: Muzaffargarh

Material status: single

Nationality: Pakistani

Present Address: Ghazali Road, Afandi Colony, Sadiqa Bad, Rawalpindi.

DIGITAL SKILLS

Microsoft Office / Microsoft Excel / Microsoft Word / Microsoft PowerPoint / Smart PLS / IBM Statistical package for Sciences (SPSS) / LinkedIn

Skills & Abilities

- Good Communication skills in English and Urdu
- Time management skill
- Pressure handling and problem-solving skills
- Team working and team leading
- Good Interpersonal & Analytical skill

Hobbies

- Internet Surfing,
- Reading books & professional articles
- Reading the Holy Quran
- Gardening

Languages

- English
- Urdu
- Punjabi

Research Article Publication

Rashid, M., & Haq, S. U. (2025). Impact of knowledge management on employee performance: Mediating role of self-efficacy. Advance Social Science Archive Journal, 3(2), 1840–1863. <https://doi.org/10.55966/assaj.2025.3.2.035>

Haq, S. U., Ullah, M. S., & Rashid, M. (2025). Role of emotional intelligence in organizational innovation: Moderating effect of employee traits. Contemporary Journal of Social Science Review, 3(2), 2100-2115.

Ullah, M. S., Khan, M. A., Aziz, F., Iqbal, N., Rashid, M., & Naeem, M. (2024). The Impact of Social Media Marketing on Brand Awareness, Brand Engagement, and Purchase Intention; Moderating Role of Consumer Belief. Policy Research Journal, 2(4), 701-711