

MUHAMMAD AWAIS TAUQIR

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PROFESSIONAL SUMMARY

Detail-oriented professional with over four years of hands-on experience in office administration, bookkeeping, client correspondence, and HR-adjacent coordination. Demonstrated ability to manage multi-functional responsibilities in parallel including billing, tender documentation while upholding confidentiality and accuracy. Seeking to leverage a proven track record in office environments within an Administrative, HR, or Office Management role.

PROFESSIONAL EXPERIENCE

Admin Officer — Nexoragen, Rawalpindi

Dec 2025 – Present

- Maintained and regularly updated comprehensive bookkeeping, ensuring accuracy across all daily bookkeeping activities.
- Managed tender participation — researching eligibility, compiling documentation, and submitting complete packages within deadlines.
- Prepared, issued, and tracked client invoices and billing statements; followed up on outstanding payments to ensure timely collections.
- Handled all client communications via email, upholding a professional standard of correspondence for inquiries, follow-ups, and confirmations.
- Maintained an organized digital and physical filing system for contracts, tenders, invoices, and client correspondence.

Welfare Case Officer & HR Support Coordinator (Remote)— E’ssar-e-Shuma (NGO), Shakargarh

Jun 2024 – Nov 2025

- Managed the complete lifecycle of beneficiary case files from initial intake and investigation to regular follow-ups and final closure documentation.
- Maintained confidential and accurate profile records for all registered beneficiaries, ensuring data integrity and accessibility for management review.
- Coordinated cross-functional communication between field workers and donors to facilitate smooth program delivery.
- Handled bill collection workflows, maintained payment logs, and prepared periodic financial summaries for leadership.
- Managed the organization’s official Instagram account, producing structured content to engage donors and raise donations.

Administrative Officer — ABO Scientific, Rawalpindi

Mar 2021 – Nov 2025

- Coordinated end-to-end tender participation — researching eligibility, compiling required documentation, and submitting complete tender packages within prescribed deadlines.
- Coordinated with procurement departments and external vendors to gather quotes, confirmations, and supporting documents for bids.
- Maintained and regularly updated comprehensive bookkeeping, ensuring accuracy across all daily bookkeeping activities.
- Prepared, issued, and tracked client invoices and billing statements; followed up on outstanding payments to ensure timely collections.
- Handled client’s communication via email and organized digital and physical filing systems for contracts, invoices, and client records.

EDUCATION

M.Sc. Agricultural Engineering — PMAS Arid Agriculture University, Rawalpindi

Feb 2025 – Present

CGPA: 3.64 / 4.00

B.Sc. Agricultural Engineering — PMAS Arid Agriculture University, Rawalpindi

Oct 2020 – Oct 2024

CGPA: 3.13 / 4.00

SKILLS

Finance & Admin: Bookkeeping · Invoicing & Billing · Daily transaction reconciliation · Tender & procurement documentation · Filing & records management

HR & Operations: Case file management · Beneficiary intake & follow-up · Meeting facilitation

Client & Stakeholder: Professional email correspondence · Donor coordination · Field worker communication · Progress reporting

Software: Microsoft Excel · Microsoft Word · Microsoft PowerPoint · Gmail · Google Workspace · Canva · Trello

CERTIFICATIONS

Google Project Management Certificate (Coursera)

Oct 2022

Microsoft Excel Advanced (Udemy)

May 2024