

MUHAMMAD AWAIS

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Professional Summary

Administration Professional with 4+ years of experience in office administration, operations management, monitoring, reporting, staff coordination, and documentation management across government and private sector organizations. Experienced in managing administrative operations, HMIS systems, workflow monitoring, performance tracking, and preparing operational reports to support informed decision-making. Skilled in records management, compliance documentation, logistics support, vendor coordination, and process improvement. Proven ability to maintain operational efficiency, monitor organizational activities, ensure accurate reporting, and support business objectives through effective administrative and operational coordination.

Education

Government College University, Faisalabad <i>Bachelor of Public Administration</i>	Faisalabad, Pakistan 2021 - 2025
Govt. College Chowk Azam <i>Intermediate</i>	Chowk Azam, Pakistan 2018 - 2020

Professional Experience

Punjab Information Technology Board A government IT initiative driving digital solutions and smart system implementations. Assistant Programme Officer	Faisalabad, Pakistan October 2025 – June 2026
- Managed HMIS operations and supported the digitalization of hospital processes to improve efficiency and data management. - Provided technical support and resolved system issues, ensuring smooth HMIS usage across departments. - Prepared and maintained reports, presentations, and documentation, ensuring accurate record-keeping, data analysis, and effective communication of key operational insights to management. Trained 100+ healthcare and administrative staff on HMIS and maintained system documentation and reports.	

DIGIGROW Marketing A digital marketing and ecommerce solutions agency.	Faisalabad, Pakistan
Admin Officer	September 2022 – September 2025
- Managed office records, administrative documentation, correspondence, and staff attendance, ensuring compliance with organizational policies and efficient record management. - Monitored daily administrative operations, coordinated with departments, tracked operational activities, and supported management through timely reporting and workflow improvements. - Prepared administrative reports, maintained official records, coordinated internal communications, and streamlined administrative processes to enhance operational efficiency and reporting accuracy.	

National Financial Literacy Program for Youth (State Bank of Pakistan) NIBAF is the training arm of the State Bank of Pakistan, focused on financial literacy and banking education.	Remote
Student Brand Ambassador	Mar 2022 – July 2022
- Executed financial literacy awareness campaigns, engaging and educating students on budgeting, saving, and basic banking concepts through structured outreach sessions. - Conducted training sessions and workshops in universities, colleges, and academies, delivering engaging presentations to promote financial awareness and responsible financial behavior. Led virtual financial literacy campaigns and awareness sessions, educating students on budgeting, saving, and basic banking concepts - Successfully engaged and registered 200+ students, driving active participation in financial education initiatives.	

Arham Net Zone Arham Net Zone is a computer and internet service provider offering administrative, documentation, and office support services.	Chowk Azam, Pakistan
Computer Operator	March 2021 – September 2021
<i>Managed daily administrative tasks, data entry, and office documentation using Microsoft Office applications efficiently.</i> <i>Maintained records, prepared reports, handled printing/scanning tasks, and provided computer and clerical support to ensure smooth office operations.</i>	

Extracurricular & Volunteer Experience

Seminar on “The Role of Students in Academic Quality Enhancement” Faisalabad, Pakistan
– **Co-organized** an interactive academic seminar, managing logistics and faculty coordination, and engaging **350+ students** to promote improved academic standards.

Seminar on “Challenges and Opportunities in Public Administration in Pakistan” Faisalabad, Pakistan
– **Organized** a university-level public administration seminar, coordinating logistics and speakers, with **300+** students in attendance and active post-event participation.

Tug of War Team Captain– Sports Gala Winner Chowk Azam, Pakistan
– Managed the operations and coordination for the Tug of War event as team captain, leading a team of **15 members** to victory in the final match of the college tournament.

Honors and Awards

Prime Minister's Laptop Scheme
– Received Laptop on merit-based from GCUF **2023**

Certifications and Courses

- Human Resources Management – Saylor University **2026**
- Basic in Human Resources Management – UniAthena **2026**
- AI for Operations, Admin and Planning – PoliSync **2026**
- Strategic Planning – HP Foundation **2026**
- Nestle E-Learning 2025 Resilience – Nestle **2025**
- Foundations of Human Resources Management – Mind Luster **2025**
- Freedom with AI Masterclass – Freedom with Ai **2024**
- Financial Literacy Training Program – NIBAF **2024**
- TEVTA Computer Course (6 Months) **2022**

Skills

- Office Administration & Management
- Administrative Operations Coordination
- Monitoring, Reporting & Documentation
- Records Management & Data Administration
- Inventory Control & Asset Management
- Vendor & Logistics Coordination
- Compliance Documentation & Record Keeping
- Report Writing & MIS Reporting
- Microsoft Office (Excel, Word, PowerPoint)
- Workflow Monitoring & Process Improvement
- Meeting, Event & Travel Coordination
- Communication, Coordination & Stakeholder Management