

# ARSHAD MAHMOOD

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## Professional Summary

Results-driven professional with over 15 years of experience in administration, project coordination, and organizational management across government institutions, international organizations, and private enterprises. Skilled in supervising teams, managing operations, preparing reports, implementing policies, and maintaining stakeholder relations. Adept at streamlining workflows, budgeting, and performance monitoring to ensure efficiency and compliance.

## Key Administrative Achievements

- Coordinated large-scale agricultural and technical projects, managing budgets, reporting, and compliance documentation.
- Designed and implemented academic curricula and managed institutional operations at IBTE, Brunei.
- Led development of 1000 acres of land for cultivation under the Kandol Project, ensuring resource allocation, procurement, and workforce management.
- Conducted training and workshops for staff, students, and community stakeholders to strengthen organizational capacity.
- Managed procurement processes, machinery allocation, and resource distribution at Soil Survey of Punjab.
- Regularly reported to senior management with performance updates and policy recommendations.

## Professional Experience

### Ento Chemicals, Pakistan

#### Area Sales Manager (ASM) — Sahiwal | Feb 2022 – Mar 2024 & Mar 2018 – Feb 2019

- Developed and executed sales and operational strategies, achieving targets consistently.
- Supervised staff, allocated resources, and provided performance feedback.
- Managed budgets, prepared reports, and coordinated with management for strategic planning.
- Built strong relationships with stakeholders and ensured efficient administration of contracts.

## **Department of Agriculture & Agrifoods (DOAA), Brunei Darussalam**

### **Soil Scientist | Feb 2019 – Feb 2022**

- Coordinated field operations including workforce scheduling, farm machinery management, and procurement.
- Administered laboratory and field trials, ensuring compliance with quality standards.
- Compiled technical and administrative reports for management and policymakers.
- Supervised teams in implementing agricultural development projects.

## **Soil Survey of Punjab, Lahore, Pakistan**

### **Research Officer | Sept 2017 – Mar 2018**

- Managed procurement of machinery and field logistics for survey projects.
- Coordinated training sessions and facilitated collaboration between staff, students, and farming communities.
- Prepared soil survey reports, maps, and administrative documentation.

## **Nuchem Chemicals, Pakistan**

### **Area Sales Manager (ASM) — Vehari | Nov 2016 – Sept 2017**

- Set targets, managed distribution channels, and streamlined sales operations.
- Ensured timely revenue collection and monitored performance reporting.

## **Institute of Brunei Technical Education (IBTE), Brunei Darussalam**

### **Senior Technical Instructor | Nov 2010 – Nov 2016**

- Designed and managed course curricula, examinations, and institutional operations.
- Supervised staff and students, organized workshops, and maintained academic records.
- Managed farm unit operations, including budgeting, procurement, and machinery oversight.

## **Barani Agricultural Research Institute (BARI), Pakistan**

### **Assistant Research Officer / Scientific Officer | Oct 2003 – Nov 2010**

- Coordinated trials, data management, and reporting for institutional projects.
- Supervised junior staff, maintained records, and ensured compliance with administrative procedures.
- Facilitated farmer training sessions and institutional knowledge-sharing activities.

## **Land Resources Research Center (NARC), Islamabad**

### **Research Fellow / Trainee Soil Scientist | Jun 2000 – Jun 2002**

- Assisted in research administration, reporting, and coordination of institutional projects.

## **Technical & Administrative Skills**

- Administration & Management: Budgeting, Procurement, Reporting, Policy Implementation, Team Supervision, Stakeholder Coordination
- Data Analysis & IT: MS Office Suite, Excel Data Analysis, SPSS, MSTAT C
- Academic & Professional Writing: Reports, Research Papers, Presentations
- Communication: Training & Capacity Building, Stakeholder Engagement, Documentation