

MUHAMMAD AYUB NASIR

ADMINISTRATIVE OPERATIONS LEADER | MANAGER ADMIN & COORDINATION | PROJECT & COMPLIANCE MANAGER

Strategic Coordination · Regulatory Compliance · Crisis & Risk Management · Multi-Site Program Leadership

Industry Expertise: • TVET / Development Sector • Higher Education • Infrastructure & Construction • Defence & Logistics

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PROFESSIONAL SUMMARY

Results-oriented Administration & Coordination professional with 9 years of progressive experience across higher education, donor-funded technical/vocational programs, large-scale infrastructure projects, and defence operations. Proven record leading academic governance, multi-stakeholder coordination (NAVTTTC, TEVTAs, GIZ, HEC), QA/QC and compliance frameworks (ISO, QEC, ASTM/AASHTO), and cross-functional teams in high-pressure, multi-site environments. Fluent in five languages with strong B2B/B2G liaison capability, curriculum and policy development expertise, and a disciplined, mission-driven work ethic shaped by military leadership training.

CORE COMPETENCIES

• Administration & Office Management	• Project & Contracts Management
• Stakeholder & B2B/B2G Liaison	• Policy Implementation & Compliance (ISO/QEC/HEC)
• Team Leadership & Workforce Management	• Curriculum & Training Design
• Monitoring, Evaluation & Reporting	• Quality Control & Risk Management
• Crisis & Operations Management	• Knowledge Management & Documentation

EMPLOYMENT HISTORY

Assistant Registrar — The Superior University

Sargodha, Pakistan | July 2022 – Present (4 Years)

- Ensure institution-wide implementation of academic policies, regulations, and quality assurance frameworks in line with HEC standards.
- Coordinate faculty appointments, student admissions, and examination processes, maintaining strict adherence to accreditation protocols.
- Lead preparation and submission of academic data for internal/external audits, ensuring full ISO and QEC compliance.
- Support strategic planning and performance evaluation to strengthen institutional governance and service delivery.
- Manage documentation and scheduling for academic boards, committees, and statutory bodies, ensuring zero compliance gaps.
- Plan and execute on-campus and off-campus institutional events end-to-end, from logistics to stakeholder coordination.

Senior Admin Officer — The University of Lahore

Sargodha, Pakistan | January 2021 – June 2022 (1.5 Years)

- Directed policy implementation and QA frameworks across academic administration in accordance with HEC and ISO/QEC standards.
- Oversaw faculty recruitment, admissions, and examinations while maintaining institutional accreditation compliance.
- Drove a culture of transparency and continuous improvement across administrative and academic units.
- Managed workforce planning and resource allocation to support institutional growth targets.

Provincial Coordinator — GFA Consulting Group GmbH (TVET Sector Support Program)

Islamabad, Pakistan | June 2018 – March 2020 (1.8 Years)

- Reported directly to the Team Leader/Technical Coordinator on national TVET strategy aligned with skill standards for a bilateral (GIZ-funded) donor program.

- Collaborated with NAVTTC, provincial TEVTAs, and industry stakeholders to design competency-based training (CBT&A) and Recognition of Prior Learning (RPL) frameworks.
- Led DACUM-based curriculum development, producing 12+ nationally accredited qualifications across 8 sectors, including Electronics, Robotics, AI, Industrial Automation, and Cyber Security.
- Chaired technical working groups and Communities of Practice to accelerate CBT&A adoption and institutional reform.
- Authored training manuals, policy papers, and assessment tools aligned with national accreditation requirements.
- Organized the National Curriculum Review Committee Meeting (2019), coordinating multi-agency government stakeholders.

Materials Engineer cum Deputy Project Manager — Frontier Works Organization, Pakistan Army

Gawadar, Quetta, Skardu, Pakistan | June 2016 – May 2018 (2 Years)

- Directed QA/QC and materials testing for major road and bridge construction projects in challenging terrain, ensuring compliance with ASTM, AASHTO, and FWO standards.
- Led geotechnical investigations, aggregate/asphalt mix design, and material performance evaluation to optimize durability and cost efficiency.
- Managed multidisciplinary teams across multiple concurrent project sites, enforcing QA/QC, HSE, and risk management protocols.
- Reviewed and approved construction methodologies and technical submittals against contract specifications.
- Successfully coordinated the opening ceremony of the Gawadar–Ratodero Motorway (M-8) and the launch of 5x Mabey-type Delta bridges on the Jaglot–Skardu road.
- Maintained coordination across engineering, procurement, and execution teams to deliver projects on schedule without compromising quality.

ACADEMIC QUALIFICATIONS

Qualification	Institution	CGPA / %	Grade	Year
MS Geology	University of Sargodha	3.54	A	2026
BS Geology	University of Sargodha	3.35	A	2016
FSc (Pre-Engineering)	FBISE Islamabad	83%	A+	2008
Matriculation	BISE Sargodha	84%	A+	2006

KEY ACHIEVEMENTS

- Delivered 12+ nationally accredited competency-based curricula across 8 industry sectors (Electronics, Robotics, AI, Cyber Security, Construction Materials Testing, Allied Health, Hospitality, and more).
- Coordinated the official opening ceremony of the Gawadar–Ratodero Motorway (M-8), a flagship CPEC infrastructure project.
- Directed the successful launch of 5x Mabey-type Delta bridges on the Jaglot–Skardu road under demanding terrain conditions.
- Chaired the National Curriculum Review Committee Meeting (2019), aligning multi-agency stakeholders on TVET policy.
- Sustained 9 years of cross-sector career progression spanning defence, infrastructure, donor programs, and higher education administration.

TRAININGS & PROFESSIONAL DEVELOPMENT

- Power of Belief — The Superior University, Lahore (May 2023)
- DACUM Curriculum Development — GIZ, NAVTTC & Ministry of Education & Professional Training (Dec 2018)
- Controlled Blasting (2 weeks) — Military Corps of Engineers & Pakistan Ordnance Factories (Nov 2017)
- Coordination of Launching Mabey/Delta Bridges (1 week) — Military Corps of Engineers (Dec 2017)

TECHNICAL & LANGUAGE SKILLS

Computer-Aided Tools: ICT Technologies, RocData/RockPack, RocScience (stereonet/kinematic tools), AutoCAD-2D, MS Office (advanced), IBM SPSS Statistics

Languages: English (Professional) · Urdu, Punjabi, Saraiki, Pashto (Native) · Persian (Reading/Listening)

REFERENCES

- Dr. Muhammad Iqbal Ch. — Pro-VC, AG Niazi University, Sargodha | +92 300 960 1259
- Mr. Atif Mehmood — Labor Market Analyst, GIZ Pakistan | +92 334 542 6618 | atif.mahmood@giz.de
- Dr. Vicki Roberts — Team Leader, TVET SSP-II, GFA Consulting Group GmbH | vicki.roberts@gfa-group.de
- Ms. Atiqa Shahbaz — Deputy Director HR, NUMS, Pakistan | +92 345 508 9647 | atiqa.shahbaz1@gmail.com