

Present Address:

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Nawaz Ahmed

Experience 2017 – to-date Punjab Cooperatives and Liquidation Board Pakistan

Executive Secretary / PA to Manager Legal

- Coordination with other internal departments.
- Supervision of other staff members.
- Maintenance of office record in computer.
- Receiving and making telephone calls.
- Arrangement of meetings.
- Maintenance of building and equipment.
- Usage of MS Office for noting and drafting for internal / external correspondence.

2009 – to 2017 Saudi Oger Limited Kingdom of Saudi Arabia

Administrator HR / Admin – May, 2013 – Feb, 2017

- Deal with all HR and administrative matters of employees under Safety Department at Saudi Arabia National Guard (SANG) Project.
- Coordinate with main HR Department for recruitment of safety staff.
- Coordinate with all safety staff working at SANG Project.
- Prepare safety statistics reports on bi-weekly and monthly basis. Prepare Accident Reports, Near Miss Reports, and Non Conformance Reports etc.
- Maintain office record computerized and manual - vacation schedule, postings, contact details etc. Scanning and photocopy of documents. Use MS office for routine work and Outlook for emailing purposes.
- Prepare Requests of Material required for safety purposes at site.
- Coordinate and arrangement of safety training for all employees – existing and new arrivals – at SANG Project.
- Involved in preparation / updating of Safety Plan and Safety Procedures.
- Process all kind of requests of safety staff - Vacation Requests, Status Change Request, Internal Transfer Requests, Resignations, Leave Requests, Short Leave Requests, Extra Overtime Request, Company Sponsorship Letter Requests etc.
- Ready to work on any task assigned by the Manager time to time.

Executive Secretary / PA to Division Manager – May, 2009 – Apr, 2013

- Coordinate with main HR Department for recruitment and all other HR and administrative matters of employees under Project Control Division.
- Coordinate with Head of each Department and prepare manpower forecast for the Division.
- Prepare Approval of Hiring for selected candidates. Remain in-touch with candidates as well as main HR Department till the arrival of candidate. Maintain status report of “Candidates under Recruitment” on weekly basis.
- Prepare and keep updated vacation schedule, contact details, record of all Division employees. Prepare Internal Transfer Request of employees. Deal administrative matters of employees and coordinate with Head Office.

- Prepare Staff Movement Forms, Monthly Time Sheets, Weekly Overtime Forecast Sheets, Leave and Visa Request, Service Request, Annual Appraisal Forms, Probationary Review Forms etc.
- Maintain office record computerized and manual. Scanning and photocopy of documents. Use MS office for routine work and Outlook for emailing purposes. Ready to work on any task assigned by the Manager time to time.

1999 – 2009 Finance Department, Punjab Civil Secretariat Pakistan

Executive Secretary / PA to Additional Secretary Admin / Budget

- Manage the office administration.
- Schedule and coordinate external and internal meetings. Prepare meeting material and presentation, telephone, fax, photocopy operations.
- Provide administrative support in postings, transfers, hiring contractual services, utilization of potential of human resources and allied matters.
- Collate confidential information, safety observation in the office, upkeep overall office image and value
- Organize and maintain the record, computer operations, monitoring the movement of files.
- Coordinate meetings and appointments with Government Departments and with international agencies like Asian Development Bank, World Bank etc.
- Provide assistance in the preparation of budget document “**White Paper**” to the yearly budget of the Punjab Government every year.

2001-2001 Softrends Software House Pakistan

Visual Basic Programmer (Trainee)

- Assisted the senior programmers.
- Made two software of Inventory Information System by using Visual Basic on front end and Microsoft Access on back end and used Active Reports tool for reporting purpose.

1993 – 1999 Post Graduate Medical Institute Pakistan

Executive Secretary / PA to Dean

- Office administration, schedule and coordinate external and internal meetings, telephone, fax, photocopy operations.
- Files management and computer operations.
- Purchase of stores, repair and maintenance of building.
- Organizing duty rosters of staff.
- Provide administrative support to the committee constituted for conducting symposiums and seminars.

Academic Education

- **Masters in Business Administration (MBA)** degree with specialization in Human Resource Management from Allama Iqbal Open University, Islamabad in 2005.
- **Bachelor of Arts (B.A.)** degree from The University of Punjab, Lahore in 1990.

Professional Training

- **Team Building - Developing High Performance** from Saudi Oger Limited, Riyadh, Kingdom of Saudi Arabia in 2015.
- **Training of Time Management** from Saudi Oger Limited, Riyadh, Kingdom of Saudi Arabia in 2015.

- **Training of Human Resource – HR for Non HR Managers** from Saudi Oger Limited, Riyadh, Kingdom of Saudi Arabia in 2015.
- **Training of Health and Safety Module – Risk Analysis** from Saudi Oger Limited, Riyadh, Kingdom of Saudi Arabia in 2014.
- **Training of Quality Management System** from Saudi Oger Limited, Kingdom of Saudi Arabia in 2013.
- **Training of Safety Officer** from Saudi Oger Limited, Kingdom of Saudi Arabia in 2013.
- **Certification in Professional Accounting and Finance manually and in Peachtree Accounting Software** from Kingston Institute of Professional Training (KIPT), Lahore in 2008.
- **Certification in professional training titled “Effective Office Management and Professional Ethics”** from Management Professional Development Department (MPDD), Lahore in 2008.

Computer Education

- **Peachtree Complete Accounting Software** from Kingston Institute of Professional Training (KIPT), Lahore in 2008.
- **Diploma in Computer Hardware (DCH)** from Iqra Systems International, Lahore in 2002.
- **Certification in Basic IT Literacy** – Microsoft Windows, Microsoft Office, Internet Usage and E-mail handling from Punjab Information Technology Board (PITB), Lahore in 2001.
- **Certification in E-Commerce** from Grace College, Lahore in 2001.
- **Certification in Remedy** (Action Request System Tools – AR Admin Tool & AR User Tool) from an American Remedy Consultant of Saraavi International, USA in 2000 conducted in Lahore.
- **Certification in Visual Basic** as front end tool and Oracle/Access as back end tool, Web Designing, Seagate Crystal Report from Edge Systems International, Lahore in 2000.
- **Diploma in Computer Software (DCS)** from Quaid-e-Azam College of Computer Sciences, Lahore in 1995.

Driving License

- Pakistan
- Kingdom of Saudi Arabia

Personal Profile

- Father's Name : Mr. Bashir Ahmed (Late)
- Date of Birth : 06th March, 1970
- Nationality : Pakistani
- Religion : Islam
- Martial Status : Married
- Gender : Male