



MUHAMMAD ASIM

PROFESSIONAL SUMMARY

Experienced professional with a versatile background in senior-level administrative roles including Senior Supervisor, Admin Manager, Admin Officer, and Administrator. Demonstrated expertise in leadership, team management, and operational oversight. Skilled in staff supervision, facility management, record-keeping, and strategic planning. Proven ability to adapt to diverse environments and drive organizational success through effective communication and problem-solving.

WORK EXPERIENCE

Senior Supervisor

01-02-2024 to Till Date

Admin Department at Masood Spinning Mill

- Senior Supervisor in the Admin Department at Masood Spinning Mill since February 1, 2024. Responsible for overseeing day-to-day administrative operations, coordinating tasks, and ensuring efficiency. Demonstrating strong leadership and organizational skills to drive team performance and contribute to the company's success

Administrator

07-02-2014 to 31-05-2019

Millat Model School

- Administrator at Millat Model School from February 7, 2014, to May 31, 2019. Managed daily administrative tasks including staff coordination, facility maintenance, and financial oversight. Implemented efficient systems to streamline operations and support the school's mission of academic excellence

Admin Officer

03-01-2011 to 31-12-2013

University of Lahore

- Admin Officer at University of Lahore from January 3, 2011, to December 31, 2013. Oversaw administrative operations, including managing office supplies, coordinating meetings, and assisting with budget planning. Ensured smooth functioning of administrative tasks to support the university's operational needs.

Admin Officer

05-01-2009 to 20-05-2010

Ghazi Fabrics International Limited

- Admin Officer at Ghazi Fabrics International Limited from January 5, 2009, to May 20, 2010. Managed various administrative tasks including record-keeping, scheduling meetings, and coordinating office activities. Provided support to department heads and ensured efficient workflow within the organization

Admin Manager

01-01-2003 to 31-12-2008

Institute of Career Development

- Experienced Admin Manager at the Institute of Career Development from January 1, 2003, to December 31, 2008. Successfully led administrative functions, including staff management, facility maintenance, and resource allocation, while ensuring smooth operation of the institute's daily activities.

QUALIFICATION

Graduation

Punjab University

Intermediate

Board of Intermediate & Secondary Education, Lahore.

Matriculation

Board of Intermediate & Secondary Education, Lahore.

H.S.E (Safety Supervisor)

Descon Technical Institute

CONTACT

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- Kasur, Pakistan

PERSONAL INFO

Nationality: Pakistani
CNIC No: 35103-9279933-5
Date of Birth: 28 October, 1977
Domicile: Kasur
Marital Status: Married
Religion: Islam

SKILLS

- Administrative Efficiency
- Microsoft Office Proficiency
- Staff Coordination
- Data Entry
- Office Equipment Proficiency
- Multitasking
- Communication Skills
- Organizational Skills
- Financial Management
- Teaching/Instructor
- Record-Keeping
- Meeting Coordination
- Office Support
- Time Management
- Leadership
- Team Management

Languages

English

Urdu