

# Ahmed Ali

## Administrative Manager

A confident and multi-skilled administrative professional with extensive experience in **administration management, financial oversight, operations coordination, and process optimization**. Possess strong **analytical, organizational, and problem-solving skills**, with a proven ability to enhance operational efficiency, streamline workflows, and maintain robust management systems. Adept at **strategic planning, resource allocation, and team leadership**, ensuring seamless day-to-day operations. Seeking a challenging administrative management role that utilizes my expertise while fostering professional growth.

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☎ 0312-9225694

📍 Islamabad

## WORK EXPERIENCE

### Administrative Manager

Petrosin Engineering Pvt. Ltd.

08/2021 - Present

Islamabad

#### Achievements/Tasks

- **Strategic Operations Management:** Oversee administrative functions across all Petrosin sites, ensuring operational efficiency and compliance with company policies.
- **Financial Oversight:** Manage budgeting, cost control, and financial reporting to optimize company resources.
- **Human Resource Administration:** Supervise employee relations, recruitment processes, and performance evaluations to maintain a productive workforce.
- **Facility & Security Management:** Implement security measures, oversee facility maintenance, and ensure workplace safety.
- **Inventory & Procurement:** Maintain stock records, handle procurement, and ensure the availability of essential supplies.
- **Process Improvement:** Identify inefficiencies, develop strategic plans, and enhance workflow processes to improve productivity.

### Computer Teacher & Accounts Manager

Azeem Innovative School System

12/2013 - 09/2020

Gujarkhan

#### Achievements/Tasks

- **IT & Academic Administration:** Taught computer science subjects, developed IT curricula, and trained students in IT literacy.
- **Financial Management:** Handled school accounts, including budgeting, expense tracking, and financial reporting.
- **Administrative Coordination:** Managed daily school operations, supervised staff, and ensured compliance with educational standards.
- **Technology Implementation:** Introduced new IT solutions to improve administrative processes and classroom engagement.

## EDUCATION

### Bachelors in Computer Science & Economics

AIOU Islamabad

2018 - 2019

Islamabad

## SKILLS

Administrative & Operations Management

IT & Network Administration

Microsoft Office Suite

data analysis

InPage

Compliance Management

Hardware & Software Troubleshooting

Bank Reconciliation & Payroll Processing

Financial Analysis & Budgeting

Human Resource & Team Leadership

Strategic Planning & Process Optimization

Procurement & Inventory Management

Accounts Payable & Receivable Management

CCTV & Security Systems Management

Customer Service

## PERSONAL PROJECTS

### CCTV Installment

- Successfully integrated CCTV without any help

### School Management System

- Led the digital transformation of academic and administrative records, enhancing workflow and accessibility.

### Employee Attendance & Payroll System

- Designed and implemented an automated attendance and payroll system, streamlining HR processes.

## ACHIEVEMENTS

### Reduce administrative costs

Reduced administrative costs by **20%** through strategic resource allocation and procurement management.

### Training

Trained and mentored **20+ staff members**, improving team productivity by **30%**.

### Implemented Monitoring modules

Implemented **security surveillance systems**, enhancing workplace safety and compliance.