



# MUHAMMAD AWAIS AMEEN

Manager Admin

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## Profile

I possess, more than 12 years of professional experience in the Administration support function with good Communication, and problem-solving skills, being adaptable, and would like to work in a multi-national environment.

## Experience

Jun 2022 to Date

### Manager Admin / The Uniworth Dress Co, Lahore

Perform General Administrative tasks from Head Office covering Factories, Warehouses, Inventory Stores, and Factory Outlet buildings. Management recently assigned a New Project for the Construction of 29 Kanal at Rohi Nala.

Feb 2022 – May 2022

### Assistant Manager Admin / Burhun işletmesi, Istanbul Turkey

Stock Dispatching to Site offices, overall repair & maintenance of building and machines, office supplies, Weekly salary disbursement, and supporting Admin manager in day-to-day admin tasks.

Apr 2013 – Jan 2022

### Deputy Manager Admin / The Uniworth Dress Co, Lahore

Perform General Administrative tasks from Head Office covering Factories, Warehouses, Inventory Stores, and Factory Outlet buildings.

- **Processes:** Implementing UNIWORTH work procedures and initializing continuous improvement of administrative processes and procedures to maximize efficiency and effectiveness.
- **Confidential support:** Acting as a point of contact for internal/external inquiries by phone and email, initiating action, and making judgments about the urgency of issues. Providing confidential support to individual executives and/or management team members.
- **Systems:** Maintaining records/databases/filing systems, in electronic and/or hard copy format.
- **Communication** includes Upward / Downwards communication within & outside the organization Govt. & Sami Govt. Departments like EOBI, SOCIAL SECURITY, WAPDA, PTCL, QIE, WASA, EXCISE & TAXATION, etc.
- **Documentation:** Preparing documentation and assisting in researching, compiling, proof-reading, and editing reports, correspondence, etc.
- **Administrative support:** Performing administrative activities and taking responsibility for delivering specific department processes/programs by providing backup support to others in case of sickness/absence/workload.

- **Event Management:** Arranging business meetings, employee engagement events, orientations, managing travel itineraries, accommodation, etc.
- **Monitoring Gate Pass activities:** Issuance, Reporting, and taking follow-ups from inbound departments and outbound parties related to returnable items.
- Look after all general Procurement and office stock supplies regarding admin activities.
- Supervising Electricals & Gen sets regarding general maintenance & Fuel operations.
- Record keeping of company vehicles / Cantt Passes / Token Taxes / Issuance / Maintenance / Insurance claims.
- Supervision of all Repair & maintenance including Sanitary, woodwork, Glasswork, Filtration Plants, fire security/safety and Surveillance system, and Scrap Disposal Activities.

August 2011 – March 2013

### **Sr. Administrator / Cavalry Hospital, Lahore**

- Check and Balance Hospital Policies and Procedures & insuring Official Notification Served by Government must be followed accordingly.
- Interaction with Consultants and keep an active eye on, ICU, Pre & Post Laparoscopic Surgeries, Operation Theater Activities, Radiology, Laboratory Diagnostics & Reporting, Patient Activities, and Pharmacy Stock Management.
- Ventilators and Other Electricals, Patient Cargo Lift & Generators regarding general maintenance.
- Conducting Patient rounds, regarding instructions being followed or not by M.O's and nurses as directed by the consultants.
- Communication includes Upward / Downwards communication within & outside the organization Govt. & Sami Govt. Departments like EOBI, SOCIAL SECURITY, WAPDA, PTCL, WASA, EXCISE & TAXATION, etc.

April 2008 – July 2011

### **Asst. Manager Admin / CFE Group of Colleges, Lahore**

- Students Fee Bank Deposit transactions.
- General Procurement regarding admin activities.
- Student engagement activities, Sports activities, tour arrangements. Security, Safety & Surveillance activities.
- Electrical & Generators regarding general maintenance & Fuel operations.

## **Skills**

- |                       |                   |
|-----------------------|-------------------|
| ✓ Adapt-in Technology | ✓ Problem Solving |
| ✓ Multi-tasking       | ✓ Handle Pressure |
| ✓ Communication       | ✓ Administrative  |
| ✓ Leadership          | ✓ Teamwork        |
| ✓ Active Person       |                   |

## **Education**

January 2008

**Graduation** / B.Com, University of The Punjab

August 2005

**Intermediate** / F.Sc (Pre-Eng), B.I.S.E