

# MUHAMMAD ISMAIL

## Senior Admin Officer

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### CONTACT

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### PROFILE SUMMARY

Experienced and results-driven **Senior Admin Officer** with a proven track record of over [X] years in managing administrative operations, optimizing organizational procedures, and ensuring efficient office management. Skilled in coordinating cross-functional teams, implementing policy compliance, managing office budgets, and overseeing procurement, HR support, and facility management. Recognized for maintaining high levels of confidentiality, fostering a productive work environment, and streamlining administrative systems for enhanced efficiency. Adept at multitasking, problem-solving, and contributing to strategic planning with a hands-on and proactive approach.

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### EDUCATION

#### University of Sindh

B.Com

2023-Present

#### Intermediate (Commerce)

from Board of Mirpurkhas

#### Matriculation (Science)

from Board of Kartachi

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### WORK EXPERIENCE

#### Digitrends Pvt.Ltd (Software house)

#### Senior Admin Officer

*Sep-2022-July-2025-Present*

- Managed day-to-day administrative operations, ensuring smooth workflow across departments
- Coordinated meetings, maintained office schedules, and handled internal communications
- Supervised office supplies procurement and maintained accurate inventory records
- Supported HR processes including attendance management, onboarding documentation, and employee queries

- Maintained organized filing systems (both digital and physical) for efficient access and compliance
- Assisted in budget tracking and liaised with vendors for administrative services
- Handled visa documentation processes for staff travel, including form completion, appointment scheduling, and coordination with visa consultants and embassies
- Ensured timely submission of required documents and followed up on visa status, reducing processing delays
- **Interacted with government offices and agencies to resolve administrative matters, legal documentation, and regulatory compliance issues efficiently**

### **Zam Zam Textile**

#### **Senior Admin Officer**

*July 2021 – August 2022*

- Oversaw administrative operations in a fast-paced textile manufacturing unit
- Handled staff scheduling, facility coordination, and daily office operations
- Managed attendance records and ensured accurate payroll documentation
- Procured office and factory supplies while maintaining vendor relationships
- Supported internal audits by maintaining compliance records and administrative files
- Assisted in recruitment documentation and HR coordination
- Coordinated with government departments for certifications, labor law compliance, and industrial licensing
- Managed staff travel documentation and visa processing
- Streamlined administrative procedures, improving overall workflow and efficiency
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## **SKILLS**

### **Administrative & Office Management:**

- Office Operations Management
- Calendar & Meeting Coordination
- Travel & Visa Documentation Handling
- Filing & Recordkeeping (Digital & Physical)
- Procurement & Inventory Control

### **HR & Compliance Support:**

- Attendance & Leave Management
- Onboarding & Employee Documentation
- Liaising with Government Offices
- Legal & Regulatory Compliance

**Tools & Software:**

- Microsoft Office Suite (Word, Excel, Outlook,)
- Google Workspace (Docs, Sheets, Gmail)
- ERP/HRIS Software (Basic Knowledge)

**Soft Skills:**

- Public Relations
- Teamwork & Collaboration
- Time Management
- Leadership & Supervision
- Effective Communication
- Critical Thinking & Decision-Making
- Accounts & Finance Handling

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**LANGUAGES**

- **English:** Basic
  - **Urdu:** Fluent
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