

# Muhammad Lateef

**Chief Warrant Officer (Retd) Pakistan Air Force**

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**FOR: AMERICAN LYCEUM INTERNATIONAL SCHOOLS**



## **PROFESSIONAL PROFILE**

*I have rendered 25 years of meritorious service in Pakistan Air Force. I have skilled in Computer studies, Leadership, Management and Supervision/Coordination, specialized in implementation and administration of countrywide projects. I have extensive experience in formulation of training policies, SOPs, developing and revising curriculum. Have vast experience to conduct of training audit, evaluation of instructional units and obtaining feedback from trainees, functional units to find out loophole and giving suggestions to improve and enhance the standards of department. Also have vast experience to deliver lectures to foreigners as well as Pakistani students. I possess excellent coaching techniques, interpersonal communication skills and public relationships. I possess Strong administrative skills such as decision making, planning and organizing abilities. Enjoys being part of managing, motivating, training developing and productive team, that thrives in highly pressurized and challenging working environments. Have large Experience in supervising restricted, confidential and secret files. I find myself strong candidate eligible for the mentioned post. I have*

- Admin/Leadership/Management Skills. ...
- Ability to Follow Directions... Time management...
- Excellent problem-solving skills and the ability to formulate creative solutions.
- Responsibility... Self motivation... Quick learner...
- Decision-Making and Target driven Capabilities.
- Excellent planning, analytical, Communication & negotiation Skills.
- Experience in Support, working and developing conceptual ideas and result oriented areas.

## **EDUCATION AND QUALIFICATIONS**

Degree Title	Specialization	Year	From
Master of Science	Physics	1999	University of the Punjab
Bachelor of Science	Double Mathematics, Physics	1996	University of the Punjab
Intermediate	Pre Engineering	1991	BISE Lahore
Matriculation	Science	1989	BISE Lahore
Diploma of Associate Engineering	Electronics, Management, Navigation	1996	School of Electronics Pakistan Air Force
Skill Enhancement Program & Management	English, Supervision & Management	2012	Pakistan Air Force Base Nur Khan, Rawalpindi
Leadership & Command	Management/Control Leadership/Supervisory & Administration	2016	Junior Commissioned Officer Academy, Pakistan Air Force
GMCC	Genetics Mission	2016	Pakistan Air Force, Lahore
TTC	Teaching Techniques Course	2018	Pakistan Air Force, Peshawar
Computer Proficiencies	Microsoft Office (MS Word, MS Excel, PPT), E-Testing System, Network management System		

## **INLAND COURSES FROM PAKISTAN AIR FORCE**

- Management and Leadership
- Supervisory and Skills Enhancement
- Qualification Examination I, II, III
- Teaching Techniques

## **CAREER SUMMARY**

### **2016-2019 Training Officer/Senior Instructor at Air Defence System School, PAF Lahore**

- Formulation / Revision of curriculum, question banks, Lecture Schedules and Practical Training in line with the growing needs of Operational/Security/Admin and Management field.
- Coordinate/Conduct of instructors Evaluation sheets, Students performance Evaluation and E-Testing system.
- Delivered lectures to Foreign and local professional Engineers and Technicians in PAF.

### **2013-2016 WO i/c as Manager/Trainer at Southern Air Command, PAF Faisal Karachi**

- As a Manager of the Admin, Security, Audit, Supply, Operational, MT, IT & Medical Supervised all mentioned Sections at Command level.
- Assist senior leadership with raising sponsorships for large-scale corporate events at Command level
- Delivered lectures/lessons according to plans to Technicians/Operators of Pakistan Air Force at Sector level as an Incharge of their Qualification Examinations.
- Supervised and taken initiatives for incoming and outgoing mail at Command level.

### **2009-2012 NCO i/c Air Defence Command, Pakistan Air Force Base Nur Khan Rawalpindi**

- Formulation of training policies, SOPs, developing and revising curriculum of PAF Air Defence Officers.
- Worked in Categorization and Evaluation Board of PAF Air Defence Officers.
- Incharge of incoming/outgoing mail.
- Incharge at Unit Library and perform many Admin duties.

### **2003-2008 Pakistan Air Force Base Malir Karachi**

- As a NCO i/c preparation of letters, presentations and reports, maintenance of the duty rosters at Genetic Mission Control Centre.

### **1996-2002 Pakistan Air Force Base Mushaf Sargodha**

- Performed duties at Central Operational Sector Headquarters for coordination with Flight Information Centres.
- Worked as a Movement Identification Officer, Filtration Officer, and Tracker etc at Sector level.

## **EXPERIENCE**

- I have **25 years** experience (mostly performed Office and Admin duties) in worldwide well recognized Pakistan Air Force.
- Client relationship building.
- Organising meetings and managing databases.
- Organising company events or conferences.
- Dealing with Email correspondence, Report Processing, complaints and queries.
- Preparing letters, presentations and reports.
- Supervising and monitoring the work of administrative staff.
- Work with other Officers/Managers to plan and direct the work of the organization.
- Have experience in Support senior leadership in establishing communication, negotiating and developing action plans for proposal development and implementation of procedures, regulations, SOPs for ensuring proper Vigilance at the premises of organization.

## **SHABAASH CERTIFICATES ,AERs AND MEDALS**

Awarded **02 Shabaash** Certificates by Pakistan Air Force on my Meritorious Services. I was **Outstanding** in my Annual Evaluation Reports from Last Five Years i.e. 2014 to 2018. I was also awarded **06 Medals** during Pakistan Air Force Service.

## **CURRENT (POSTAL) ADDRESS**

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