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Functional Areas: Administration, Human Resource Management, Financial Management, Security & Hospital Management

Experience

Nov 2017 to Feb 2019

GOVT OF THE PUNJAB

Additional MS Admin /District Support Manager

I have worked as Additional MS Admin/District Support Manager at District Headquarters Hospital Sheikhupura. District Headquarters also been Hospital Sheikhupura is the Largest DHQ Hospital of Punjab with 700 beds. The hospital has been certified by Punjab Healthcare Commission. It has awarded ISO 9001& ISO 14001 Certifications in Nov 2017. I was responsible for smooth execution of all Administrative activities in the hospital including Security, Logistics, Housekeeping, Horticulture, Maintenance and IT.

Sep 2016 to Sep 2017

TEVTA

Supervisor Security Guards Training

Technical Education and Vocational Training Authority (TEVTA), Punjab conducted a series of Courses for imparting Training to potential Security Guards. The first course was run successfully during Sep-Oct 2016. I joined TEVTA's Visiting Faculty as a Course Supervisor. I supervised four courses of 5 weeks duration (each). Curriculum of the course includes Firing of Small Arms, Weapon handling, Physical Training, Fire Fighting and allied skills.

2014 to Sep 2015**KIPS Education System****Principal KIPS College Garden Town**

KIPS College Garden Town Campus was established in Apr 2014. As founder Principal of the college, I was entrusted with the task of laying the foundations of the college. It was a very challenging and rewarding experience. I started off with the 1st admission and when I left the college, it had 300 plus students. Additionally, I supervised KIPS College Gulberg Campus (Girls Branch) as Principal.

1989 - 2013**Pakistan Army****2nd Lieutenant/Captain/ Major**

I joined the Pakistan Army in 1985, was commissioned in 1989 after four years of Education along with Military Training. In my 23 years Career, I performed numerous duties in all three spheres of military life, i.e. Operational, Instructional and Administrative. I performed the following important assignments:

- As Second in Command of an Artillery Regiment, remained directly responsible for the Operational and Administrative control of 500+ soldiers.
- I was entrusted to look after the Administration of 5000+ All Ranks, as Staff Officer (Logistics and Administration) in a Division Headquarters
- Remained entrusted with Financial Management of 500+ persons as Second in Command of an Artillery regiment for three years.
- Performed numerous duties In aid of Civil Power including Conduct of General Elections, District Monitoring and Internal Security etc
- Monitored and streamlined Standing Operating Procedures of Government departments to include District Administration, Education, Revenue and Health
- Supervised Security of an assigned sector of Peshawar Cantonment as Sector Incharge
- Participated in OP "AL MIZAN"
- Served as Staff Officer at an Infantry Brigade Headquarters
- Defence of Siachin - The highest battlefield in the world
- Made it to the **Roll of Honours** of School of Artillery (Secured First Position in Young Officers Basic Course)
- Graduated from Pakistan Military Academy as part of 80th PMA Long Course in 1989.
- Joined 44SP Medium Regiment Artillery as a 2nd Lieutenant

Education

2016- 2019**University of the Punjab****MPhil Management**

Organisational theory, Governance and Management of Public Organisations, Organisational Change Management, Strategic Human Resource Management, Research Methods, Research Design, Qualitative and Quantitative data analysis.

CGPA 3.34 on a scale of 4

2010- 2012**University of the Punjab****MBA (1st Position in HRM specialisation)**

Human Resource Management, Organisational Development, Financial and Managerial Accounting, Computer Concepts and application, MIS, Business communication.

CGPA 3.69 on a scale of 4

1987-1989**PMA Kakul****BSc**

Physics, Mathematics, Leadership, Navigation, International Affairs and Tactics.

High Second Division (59% marks)

1985-1987**PAF College Sargodha****FSc**

Pre Engineering. Aero Engines and Aero Dynamics were taken as additional subjects.

First Division (67% marks)

1985**FG Sir Syed School Rawalpindi****Matriculation**

Physics, Chemistry and Biology.

First Division (79% marks)

Professional Certifications

2004**Army School of Logistics****Logistics Staff Course**

Human Resource Management, Administration, Operational Logistics and Military Law formed the major curriculum of the course. I also completed following additional certifications during the course:

- Financial Management Course, IBA, Karachi
- Logistics & Material Management Course, AIU, Islamabad

1998**Army School of Artillery****Gunnery Staff Course**

Tactics, Technical Aspects of Gunnery, Survey, Handling of Units in the field and Operational planning

Skills and Competencies

Management and Leadership

- Planned and executed variety of operational /training activities for 500 troops.
- Motivation of Officers, Junior Commissioned Officers and Soldiers to attain the assigned tasks with optimum results
- Executed operational activities under hostile environments and against life threatening situations at Siachin and FATA
- 10 year's exclusive Human Resource Management experience in the Army
- Career Development and Performance Management of Soldiers
- Performance appraisal of subordinates

Project Management

- Designed, modified and developed number of projects pertaining to construction work
- Supervised functioning of Garrison Club Bahawalpur as Secretary
- Managed a Printing Press at Lahore
- Project Officer of Tehkal Agricultural Farms Peshawar
- Planning and execution of numerous renovation projects at Garrison Academy Kharian
- As Founder Principal, remained intricately involved in the establishment of KIPS College Garden Town
- Responsible for all-inclusive Renovation Project of District Headquarters Hospital Sheikhpura as Head of Administration

Communication Skills

- Good Command over written and spoken English and Urdu Language
- Proficient in written staff work and presentations
- Participated in English Declamation contests at Brigade Level
- Refined Instructional ability (secured highest possible grading "AX" in Weapon Course)
- Occasionally contribute to Dawn (Letters to the Editor section) on issues of Public importance

Shooting Skills

- Shooting skills are the pride of a soldier. I have been good at Firing Small arms. Represented Unit Small Arms team on several occasions
- Secured 2nd position in Rifle G3 Firing event of the Armoured Division Shooting Competition
- Selected to represent the Armoured Division team at the Pakistan Army Rifle Association (PARA) annual meet

Computer Handling

I am proficient in using following applications of MS Office:

- MS Power point
- MS Word
- MS Excel