

MUHAMMAD NAVEED AKHTAR

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Nisar Colony, Hajwari Road, Faisalabad
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PROFESSIONAL SUMMARY

Experienced Administrative and Management Professional with strong expertise in administration, office coordination, educational leadership, HR support, office management, and institutional operations. Currently serving as Administrative Officer (Finance Office) at University of Education, Faisalabad Campus. Possesses advanced academic qualifications in Educational Leadership and Management with proven abilities in communication, staff coordination, documentation, reporting, problem-solving, training, and organizational management. Skilled in managing administrative operations, supporting HR functions, and leading institutional coordination activities.

CORE COMPETENCIES

Human Resource Management, Administration & Office Management, Educational Leadership, Staff Coordination & Supervision, Recruitment Support, Team Management, Documentation & Record Keeping, Financial Administration, Procurement Coordination, Organizational Communication, Employee Relations, Policy Implementation, Event & Training Coordination, Leadership Development, Time Management, Problem Solving, Microsoft Office Suite, Report Writing, Public Relations, Training & Development. Media Management, Hosting, Video Editing, You Tuber, Anchor, Success Trainer. Photography and Editing.

EDUCATION

- **Matric**, 2nd Division, Board of Intermediate & Secondary Education, Lahore
- **F.A**, 2nd Division, Board of Intermediate & Secondary Education, Lahore
- **B.A**, 2nd Division, University of the Punjab
- **M.A. ELM (Master in Educational Leadership and Management)** 2nd Division, University of Education, Lahore
- **MPhil ELM (Master of Philosophy in Educational Leadership and Management)** 1st Division, University of Management & Technology, Lahore (UMT)
- **PhD Management Sciences** (Working on Thesis) 1st Division, National Textile University Faisalabad (NTU)

INTEREST

Book Reading (Literature, History & Religion) Tourism, National & International News Reading, Motivational Speaker, Active part of social media, Video making for Face Book (Pathway to achievements) YouTube, (ZOOQ TV-Naveed Akhtar Hashmi.)

EXPERIENCE

- Worked as Administrative Officer in The Sublime College Okara from 10-12-2013 to 10-05-2015
- Worked as Vice Principal in Aims Cambridge System Okara from 15-06-2015 to 04-03-2016
- Worked as an Instructor of Spoken English classes from 2013 to 2016 In COTHM OKARA
- Present Job: Administrative Officer in University of Education, Lahore since 10 March 2016 and on 18 January 2022 Transferred into University of Education, Faisalabad Campus
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Key Responsibilities

- Managing daily administrative and finance office operations.
- Coordinating institutional documentation, records, and reporting activities.
- Assisting in HR-related administrative functions and office coordination.
- Supporting budget-related administrative tasks and financial documentation.
- Coordinating communication between departments and administration.
- Supervising office workflow and ensuring operational efficiency.
- Managing official correspondence, meetings, and institutional coordination.
- Supporting faculty and administrative staff in operational matters.

Key Achievements

- Improved administrative coordination and office workflow efficiency.
- Successfully managed institutional documentation and reporting systems.
- Contributed to smooth administrative and operational management.
- Assisted in organizing training, meetings, and institutional activities.

TECHNICAL SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Internet & Email Management
- Documentation & Reporting
- Data Management
- Administrative Record Keeping

SOFT SKILLS

- Leadership

- Communication
- Teamwork
- Organizational Skills
- Decision Making
- Professional Ethics
- Adaptability
- Conflict Resolution
- Public Speaking

Certifications

- Certificate of Office Management 2002 Pak AI -Flah Informamatics Okara
- Certificate of Spoken English Course 2004 Chicago Academy Okara
- Certificate of Computer Education in Graphics 2006 Institute of Management &Technology Okara
- Certificate of participation Personality Development Workshop 2012 University of Education Lahore 2012
- Certificate of Capacity Building Workshop -Writing & Drafting in English, 2020 University of Education Lahore
- Certificate of attending the Consultive Workshop, 2021 Punjab Revenue Authority Lahore
- Certificate of Appreciation on recognition of exceptional dedication and services for University of Education Faisalabad Campus. Dated 15-05-2025

Publications

- Research Paper 1: An analysis of English oral communication skills after successful transition from primary to elementary level. https://gesrjournal.com/article/an-analysis-of-english-oral-communication-skills-after-successful-transition-from-primary-to-elementary-level?fbclid=IwAR011TIW9Jx5Rk0uG_HGw4ptLiSPFNKSgAPHbIt2oURaXHS5SKKHQlzOJ7M
- Reserch Paper 2- impact of ethnic politics and exploitation an analysis of ice candy man and meatless days. <https://glrjournal.com/article/impact-of-ethnic-politics-and-exploitation-an-analysis-of-icecandy-man-and-meatless-days?fbclid=IwAR3T7nx-0AgHTTJ44l0yLTUBwGx269aIA-oARiaTLmiZm2tS1w5QwNZF9d4>
- Conference Paper 1 : Strategic Leadership for Responsible AI Adoption: Balancing Innovation, Ethics, and Sustainability Abstract Id: OHSSBP-2024-HRMTD-075 International Conference on Occupational Health & Safety and Sustainable Business Practices (OHS-SBP) 20th August 2024 held in Kohsar University Murree, Pakistan

LANGUAGES

- Urdu, English & Punjabi

- Can Speak and Write English well

PERSONAL INFORMATION

- Date of Birth 01-06-1978
- NIC # 35302-4314709-9
- Domicile Okara (Punjab)
- Religion Islam
- Marital Status Married
- Nationality Pakistani
- Permanent Residence: House No. 306, Street No. 02 Near Children Park Samad Pura Okara

REFERENCES

References available upon request.