

RIZWAN MUSTAFA

PERSONAL INFORMATION

Mobile: + 971 55 231 0723 &
+971 56 942 7622
E-Mail: rizi.jugnu@gmail.com
Date of Birth: July 24th, 1987
National: Pakistan
Address: Lootah Real Estate Flat 209, Al Nahda 2, Dubai.
Visa Status: Visitor



PERSONAL PROFILE & MAIN MOTIVATION

ADMINISTRATION PROFESSIONAL

Admin & Purchase | Strategic Planning | Performance Improvement | Business Growth

Dedicated and result oriented Administration & Public relationship profession in **Education and Transportation Departments** with a history of **13 years** proven success in high volume fast paced Organization, skilled in turnaround management, well placed leader, able to train and develop responsive team, reputation for strong organizational and interpersonal skills. Managed day-to-day assignments and multipurpose tasks. Well versed in Administration, Purchas and sales, guiding marketing staff and monitoring outcomes of marketing campaigns. Leverage exceptional customer service and communication skills to deliver exceptional results.

EDUCATIONAL BACKGROUND

Bachelors in Commerce (B.Com – I.T)	University of the Punjab	2007
Intermediate in Commerce (I. Com)	BISE Lahore	2005
Matriculation (Science)	BISE Lahore	2003

EMPLOYMENT HISTORY

ALLIED SCHOOL

May 2022 – Apr 2024

ADMINISTRATION MANAGER

- Maintain office budget
- Communication
- Enforce school policies
- Records management
- Providing professional development opportunities for teachers
- Supervise operations of school
- Assessing current curriculum and teaching methodologies
- Coordinating school security
- Counsel students when needed
- Ensuring curriculum standards are met
- Logistics
- Maintain relationships with staff and parents

- Organizing events
- Overseeing financial matters
- Preparation of reports and statistics
- Book travel arrangements
- Conducting evaluations of teaching staff

TANAWAL HAZARA GOODS

LOGISTIC OFFICER

Jan 2021 – Apr 2022

- Updating inventory lists.
- Receiving and dispatching goods and verifying movements of stock.
- Checking purchase orders against stock levels.
- Preparing delivery schedules.
- Coordinating maintenance and repairs of storage facility.
- Entering data into a database.
- Calculating storage and clearance costs.
- Managing incoming and outgoing invoices.

AASRA E KHALAQ WELFARE ASSOCIATION

Jan 2022 – June 2024

ADMIN & ACCOUNTS ASSISTANT (Evening)

- Manage all administrative operations
- Prepare Cash ,bank receipts and Vouchers maintain all records
- Maintain cash and bank accounts and balance sheet
- Responsible for all Office indoor and outdoor Purchasing
- Manage all social Media activities

PUNJAB TRANSPORT COMPANY

May 2011 – Dec 2020

ADMIN OFFICER / ENFORCEMENT INSPECTOR

- Manage all administrative operations in my Sector.
- Manage my team in a sector for performing assigned duties
- Providing awareness to general public & transport authorities regarding road safety.
- Ensuring 100% compliance of allocated routes to the transporters.
- Control city transport service and manage their routes.
- Perform special tasks assigned by senior authorities.
- Maintain duty rosters and circulars
- Arrange all Meetings with officials & Transporters

RASHID LATIF MEDICAL COLLEGE

Jan 2011 – May 2011

ASSISTANT ADMINISTRATOR

- Responsible for all other administrative operations in organization
- Responsible for Data entry for all student record.
- Assisting to admin manager in admission process.
- Assisting to admin manager in maintaining academic planners.
- Responsible for verification process of students credential.
- Responsible for maintaining staff rotations planner.
- Arrange meetings with officials.
- Make notification and circulars

OFFICE ASSISTANT

- Responsible for all other administrative operations in organization.
- Maintaining Student attendance record.
- Maintaining student academic record.
- Preparing academic planners.
- Responsible for whole admission process in all categories.
- Responsible for convocations management.
- Planning and arrangements for entry tests examinations.

EXPERTISE & SKILLS

- | | | |
|---------------------|---------------------------------|------------------------|
| ➤ administration | ➤ Time Management | ➤ Accounts Preparation |
| ➤ Office Management | ➤ Strategic Planning & Analysis | ➤ Complaint Handling |
| ➤ Team Management | ➤ Communication Skills | ➤ Customer Service |
| | ➤ | |

PROFESSIONAL CERTIFICATIONS

- | | | |
|---------------------|---------------------|---------------------------------------|
| ➤ MS OFFICE | ➤ Freelancing | ➤ Production Planning & Control (PPC) |
| ➤ Graphic Designing | ➤ Medical First Aid | ➤ Sports Coaching |
| ➤ CANVA | | |

ACTIVITIES & INTERESTS

- Social Media Experts
- Mobile & Computer Repairing
- Fast food Chef
- Social Activities with NGOs
- Cricket