



Muhammad Ramzan

ID: 38201-8385357-1 **Passport:** AV9213573 **Nationality:** Pakistani

Date of birth: 16/04/1983 **Place of birth:** Khushab, Pakistan **Gender:** Male

Phone: (+92) 3315278795 **Email:** awan795@gmail.com

WeChat: Text and Call me

LinkedIn: [Muhammad Ramzan](#)

Website: <https://www.linkedin.com/in/muhammad-ramzan-136814158/>

Home: Mohallah Tohidabad Eidgah Eidgah, 41000 Khushab (Pakistan)

ABOUT MYSELF

In my career I'm working in Forest Department, Government of the Punjab, Islamabad Pakistan since 01/2010 as a Administrative/Executive Assistant, I honed my abilities in multi-line phone operation and bookkeeping, providing a firm foundation for the Administrative Assistant position. My collaboration, people-centric nature, and compassion have afforded me excellent management skills. I am excited to contribute my talents and proficiency in teamwork toward your team efforts. As an engaging communicator with a proven track record in note taking, my focus on building strong professional relationships has been a beneficial asset throughout. I have Client focus, organizational knowledge, communication, innovation, teamwork and leadership in my duties.

WORK EXPERIENCE

Muhammad Ramzan – Islamabad, Pakistan

City: Islamabad | **Country:** Pakistan

Executive assistant

[27/01/2010 – Current]

I highly resourceful, flexible, innovative and enthusiastic Administrative/Executive Assistant. Possessing considerable experience of managing official work beginning to end.

- Arrange and co-ordinate seminars, conferences, etc.
- Record and prepare minutes of meetings, seminars and conferences
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Arrange travel, related itineraries and make reservations
- Greet people and direct them to contacts or service areas
- Type and proofread correspondence, forms and other documents
- Respond to employee questions and complaints
- Oversee the preparation of reports
- Carry out administrative activities of establishment
- Oversee and co-ordinate office administrative procedures
- Review, evaluate and implement new administrative procedures
- Establish work priorities and ensure procedures are followed and deadlines are met
- Maintain a clean and organized bar area, including setup and restocking.
- Perform general cleaning duties such as sweeping, mopping, and sanitizing within designated timeframes.
- Sanitize washrooms thoroughly after each shift change, including showers, sinks, toilets, and floors.
- Review the Daily Room Allocation sheet and fulfill any special housekeeping requests.
- Report any damage, theft, or lost-and-found items to the supervisor.
- Follow all safety protocols and standard operating procedures.
- Remove debris and maintain cleanliness of the site and surrounding areas.
- Ensure recreation rooms and hallways are kept clean and tidy.

- Deep clean boot rooms and entryways, including boot trays, racks, splash guards, doors, windows, curtains, ceilings, and walls.

EDUCATION AND TRAINING

Health & Physical Education

University of Sargodha [10/10/2016 – 07/01/2018]

City: Khushab | Country: Pakistan | Website: www.uos.edu.pk | Level in EQF: EQF level 1

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s):

English

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2

Panjabi; Punjabi

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

SKILLS

Expert In conflict Resolution / Ability to Multitask / Team Leadership / Product Knowledge / Attention to Detail / Data Oriented / Friendly and Communicated / Time Management / Microsoft Office / Microsoft PowerPoint / Microsoft Excel / Problem Solving / Critical Thinking / Teamwork, Communication / Project Management

HOBBIES AND INTERESTS

Travelling, Art, Drawing, Photography,

Travel indicates worldly awareness, cultural sensitivity, adaptability, and organization. Bear in mind that employers don't want to read about.

Art is a diverse range of cultural activity centered around works utilizing creative or imaginative talents, which are expected to evoke a worthwhile experience, generally through an expression of emotional power, conceptual ideas, technical proficiency, or beauty.

Drawing is a visual art that uses an instrument to mark paper or another two-dimensional surface, or a digital representation of such. Traditionally, the instruments used to make a drawing include pencils, crayons, and ink pens, sometimes in combination.

Photography is the art, application, and practice of creating images by recording light, either electronically by means of an image sensor, or chemically by means of a light-sensitive material such as photographic film.

RECOMMENDATIONS

Name: Muhammad Farooq | Professor PhD

-Dear AdmissionsReviewBoard,

I am honored to recommend Muhammad Ramzan for admission to your prestigious university. I have personally known Mr. Muhammad Ramzan for the past years 2016 to 2018 while he attended University of Sargodha. I believe he is an excellent candidate for admission and will be an asset to your institution.

Throughout Mr. Muhammad Ramzan career at University of Sargodha, he has excelled in every subject while overcoming the challenges of University life. He exhibits great resolve and has a passion for exceeding goals. When working within a group, Mr. Muhammad Ramzan is a natural leader capable of being flexible to the needs of individual while maintaining focus on the group's common goal.

Between his leadership skills, proven intellect and ability to utilize all available resources to overcome challenges, Mr. Muhammad Ramzan will undoubtedly excel in his career as a college student. Please consider Mr. Muhammad Ramzan for admission to your university.

If you have further questions, please contact me at (092) 304-4397079

Respectfully,

E-mail: awan795@gmail.com | Phone number: (+92) 3044397079

Bio-Data of Mr. M. Ramzan

Islamabad , 12/06/2025