

Muhammad Ibrahim Mahar

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Executive Summary: Dedicated and highly skilled Administration Manager with over 6+ years of comprehensive experience in administrative operations, project management, and organizational efficiency. Proven expertise in coordinating and overseeing administrative functions in diverse environments including education improvement projects, healthcare administration, and financial management.

At Sindh Secondary Education Improvement Project, I successfully managed administrative tasks, contributing to the enhancement of educational services. At Aga Khan University and Hospital Administration Department, I streamlined operations, ensuring seamless service delivery and effective patient management. My tenure at the Administration and Finance Office involved budget oversight and financial reporting, improving fiscal responsibility. At Maxwell Stamp Ltd, I led project administration, ensuring timely project completions and client satisfaction.

Known for my strategic vision, organizational skills, and a proven ability to lead teams and improve processes, I am committed to driving excellence in administration and contributing to the success of any organization.

Experience: *Sindh Secondary Education Improvement Project [Asian Development Bank Assisted]* *House No. 17/1 31st Street Saba Avenue, DHA Phase V Extension, Karachi*
Admin Officer

February 01, 2023 to Present

As the Administration Manager for the Sindh Secondary Education Improvement project, I oversee all administrative functions to ensure the efficient execution of project initiatives funded by the Asian Development Bank. My responsibilities include managing office operations, coordinating logistics, and facilitating communication among stakeholders to support project objectives.

I lead a team in the development and implementation of administrative policies and procedures, ensuring compliance with organizational standards and donor requirements. My role also involves budget oversight, resource allocation, and procurement management, aimed at optimizing operational efficiency.

By fostering collaboration among team members and stakeholders, I work to create a supportive environment that enhances project outcomes and contributes to the improvement of secondary education in Sindh. My focus on effective administration ensures that project goals are met within the designated timelines and budget constraints.

*Maxwell Stamp Ltd Town House, D, 101/2 5th Avenue, Block 5
Clifton, Karachi, Karachi City, Sindh 75600*

Admin Coordinator

January, 2021 to December, 2022

In my role as Administrative Coordinator at Maxwell Stamp Ltd, I was responsible for streamlining administrative processes and ensuring efficient office operations. I managed daily administrative tasks, including scheduling meetings, coordinating travel arrangements, and overseeing office logistics. My role required exceptional organizational skills and the ability to prioritize multiple tasks effectively.

I served as a liaison between departments, facilitating communication and collaboration to support project initiatives. Additionally, I maintained accurate records and documentation, assisted in budget management, and contributed to the preparation of reports. My efforts helped enhance the overall operational efficiency of the office, supporting the company's commitment to delivering high-quality consultancy services.

*Aga Khan University, Hospital Administration Karachi
Department, Administration and Finance Office*

Admin Assistant

February 1, 2017 to March 31, 2019

As an Admin Assistant in the Hospital Administration Department at Aga Khan University, I played a pivotal role in supporting the administrative and financial operations of the hospital. My responsibilities included managing schedules, coordinating meetings, and maintaining accurate records to facilitate efficient departmental functions. I assisted in the preparation of financial reports and budgets, ensuring compliance with institutional policies.

Additionally, I served as a point of contact for both internal and external stakeholders, enhancing communication and collaboration across various departments. My role required a strong attention to detail and the ability to handle confidential information with discretion. Through my contributions, I supported

the overall mission of the hospital to provide high-quality healthcare services.

Education: **Shah Abdul Latif University** *Khairpur*
M.A Economics 2014

Additional Training: Diploma in HRM from Pakistan Institute of Management
Diploma in Administrative Skills from Pakistan Institute of Management
Certified Course in Information Technology from Sindh College Of Science Commerce & Technology
Certified Course in MS Office from E-cube Computer Center
Certified Training Workshop in e-Procurement System powered by with USAID at Pakistan Institute of Manager
Certified Training Workshop in Integrated Capacity Development Training on Financial Management powered by Asian Development Bank

References: Available upon request