

Mohsin Shehzad Afzal Awan

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Personal Information

Citizenship Pakistani
Data of birth June 3, 1985
Sex Male

Professional Experience

**Gold Roof (Pvt) Ltd, Islamabad,
Pakistan**

Occupation or Position held

Date

Main activities and responsibilities

Manager Administration and Human Resource

June 2015 to August 2025

Administration Work
Human Recourse Management Work
Financial Management Work

Inventory Management:

- Liaising with customers and other departments
- Maintaining statistical and financial records.
- Communicate with our Warehouse Manager about current stock and potential issues with orders
- Collect Report on inventory activities and variances regarding every project.

Name and Address of Employer

Gold Roof Pvt Ltd
Office 23, Street 63, F-10
Islamabad

Type of business or sector

Prefabricated and Civil
Construction

**PACK N MOVE L.L.C, DUBAI-
UAE**

Occupation or Position held

Date

Main activities and responsibilities

Admin and Accounts Officer

September 2014 –May 2015

- Administration including visa renewals/cancellations
- Maintaining Employees up-to-date records
- Preparing daily financial reports
- Handling petty cash
- Liaison with clients and dealing with their enquiries
- Preparing Quotations and Invoices
- Preparing payments by verifying supported documentation
- Recording expenditures and receipts
- Accounts Receivable and Payables.

Name and Address of Employer

PACK N MOVE L.L.C

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Type of business or sector	Ras Al Khor Industrial area 2, Dubai- UAE
Gold Roof (Pvt) Ltd, Islamabad, Pakistan	Moving and storage service in Dubai
Occupation or Position held	Manager Administration and Human Resource
Date	January 2010 to August 2014 and June 2015 to August 2025
Main activities and responsibilities	<p><u>Administration Work includes:</u></p> <ul style="list-style-type: none">• Maintaining Office Records• Identifying responsibilities to be performed and dividing them into departments or divisions in order to maximize business efficiency and productivity at a relatively short period of time• Leading subordinates and supervisory units• Prepare bids, tender documents & Administrative responsibilities• Responding to Pre-Bid Clarifications raised by Manufacturer & Making sure the bid should be technically sound to comply Tender Requirements.• Prepare answers to Post Bid Technical queries enquired by the end user of the concerned product with the help of engineering staff.• Drafting Agreements and MOU's• Maintaining & developing the office filing systems in soft and hard forms• Ensuring high-quality products or services and maintaining efficient and timely productivity• Maintaining and directing the orderliness and worry-free environment of the organization• Maintaining the work structure by updating job requirements and job descriptions for all positions• Organizing meetings and assisting senior management to prepare for them• Administering payroll and maintaining employee records <p><u>Human Recourse Management Work includes:</u></p> <ul style="list-style-type: none">• Preparing staff handbooks• Advising on pay and other remuneration issues, including promotion and benefits• undertaking regular salary reviews• Ensuring accurate job descriptions are in place• Providing advice and assistance with writing job descriptions• Developing job descriptions and personnel specifications, preparing job advertisements, checking application forms, short listing, interviewing and selecting candidates in consultation with higher management. <p><u>Financial Management Work includes:</u></p> <ul style="list-style-type: none">• Examining and supervising cash reconciliation department• Supervising the work of Accounts Payable department• Preparing payments by verifying documentation and requesting disbursements• Preparing Invoices for the work done.• Maintaining financial security by exercising internal controls• Handling Payroll procedures and other higher level management functions.
Name and Address of Employer	Gold Roof Pvt Ltd Office 23, Street 63, F-10 Islamabad
Type of business or sector	Prefabricated and Civil Construction

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Pak-Sino Corporation (Pvt) Ltd, Islamabad- Pakistan

Occupation or Position held

Date

Main activities and responsibilities

Admin Officer

February 2009–November 2009

- Managing administrative functions and establishing internal administrative systems and controls
- Implementing and overseeing of technical assistance to partners in the area of management
- Ensuring smooth operations of the PSC office
- Negotiating prices, leases, and contracts on behalf of PSC
- Setting up of PSC office, including furnishings, fittings, and equipment
- Arranging for office security
- Arranging for installation of communication and other utilities
- Administering human resources policies and procedures, including salary reviews, provident fund, employees manual and health insurance administration
- Ensuring proper use and maintenance of physical assets and office including vehicles, equipment, furniture, and office building.
- Arrange for repairs as necessary
- Perform additional tasks as required

Name and Address of Employer

Pak-Sino Corporation (Pvt) Ltd, Islamabad- Pakistan
11, Main Double Road F-10/3 Islamabad

Type of business or sector

Prefabricated Steel Structure Construction.

Muslim Commercial Bank- Islamabad

Occupation or Position held

Date

Main activities and responsibilities

Internee

Nov 2006-March 2007

Remittances

- Clearing
- Reconciliation

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Personal skills and Competencies

- I have Invigilated tests and supervision many a times conducted by NTS (National Testing Service Pakistan).
- Volunteer work in collaboration with the Federal Ministry of Environment on the occasion of World Environment Day.
- Volunteer work in collaboration with the UNDP (United Nations Development of Pakistan) conducted a Mother's Night held in Islamabad.
- Member of Organizing the Ground Breaking Ceremony of the Embassy of Union of Myanmar and the foundation Stone of the Embassy of the Republic of Tajikistan and the Embassy of Philippines in Islamabad.
- Got '**Man of the Series**' Award in college cricket competition.
- Microsoft Windows, MS Word, MS Excel, MS PowerPoint, Computer Assembly and troubleshooting.

EDUCATION

- 2011: MBA, Human Resource Management: Iqra University Islamabad
- 2010: MBA, Finance: Iqra University Islamabad
- IELTS: 6.0 Band

**further information can be provided on request.