

Muhammad Huzaifa

Project Coordinator & Acting Admin Officer

Motivated Project Coordinator to Project Manager /Acting Administrative Officer with a successful track record in delivering projects on time and within budget. Skilled in project planning, resource allocation, and risk management, I foster collaboration to drive efficiency and productivity. With strong communication and problem-solving abilities, I am dedicated to maintaining high-quality standards in dynamic environments. Ready to tackle new challenges and achieve exceptional results.



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📍 Block N North Nazimabad., Karachi, Pakistan

🌐 [linkedin.com/in/Mohammad Huzaifa Tahir](https://www.linkedin.com/in/Mohammad-Huzaifa-Tahir)

EXPERIENCE:

Executive Assistant:- Dean's Secretariat-DUHS

2019 - Present

Karachi

Role & Responsibilities:

- **Efficiently** manage the Dean's calendar, coordinating appointments and meetings to optimize time management. Handle incoming communications, including correspondence, emails, and telephone inquiries, promptly responding or directing them as necessary. Prepare and disseminate meeting agendas, presentations, and associated documentation, ensuring accuracy and completeness. Maintain meticulous records, both physical and electronic, and establish and maintain efficient filing systems.
- **Facilitate** effective communication channels between the Dean's office and various internal and external stakeholders. Disseminate important announcements, policies, and updates within the Faculty of Dentistry community promptly and efficiently.
- **Assist** in logistical arrangements for conferences, seminars, workshops, and other educational or networking activities. Assist in monitoring and managing the expenses of Dean's office, meticulously tracking expenses and processing invoices.
- **Uphold** the ethics of confidentiality and discretion in handling sensitive information and situations. Undertake any additional administrative tasks or responsibilities as assigned by the Dean.

Acting Admin Officer:- Principal Secretariat-DUHS

2013 - 2018

Karachi

Role & Responsibilities:

- **Managerial Guidance** : Assume managerial responsibilities, providing guidance to administrative staff & maintaining standards of professionalism.
- **Administrative Operations Management** : Manage day-to-day administrative operations, including office maintenance, supply procurement, and equipment management.
- **Communication and Coordination**: Coordinate meetings, appointments, and travel arrangements for senior management, optimizing scheduling and logistical arrangements.
- **Record-keeping and Documentation**: Maintain accurate and up-to-date records, databases, and filing systems, ensuring the confidentiality and security of sensitive information.
- **Financial Administration**: Assist in budget preparation and monitoring, tracking expenses, and processing invoices and reimbursements in accordance with organizational policies.
- **Project Support/Problem Solving**: Provide administrative support for initiatives, and events, coordinating logistics, managing timelines, and facilitating communication among team members.
- Identify administrative challenges and inefficiencies, proposing solutions and implementing process improvements to enhance operational effectiveness.

QUALIFICATIONS & SKILLS:

IMBAI-Master of Business Administration - KASBIT-2021

Diploma of Project Management - Pakistan Institute of Management-2023

Time Management, Negotiation Skills, Effective Communication, Administrative Office Procedures

Asana Project Management, Jira Project Management, Slack Project Management, Project Management

Knowledge: Organizational Behaviour/Organizational Psychology/Leadership Techniques/Economics

EXPERIENCE:

Project Coordinator- Icarus Technology (07/2022 - Present)

Role & Responsibilities: Remote Work-Canada

- Project planning and initiation, defining scope, objectives, and deliverables.
- Managed cross-functional teams, assigning responsibilities and motivating members.
- Identified and mitigated project risks, implementing contingency plans.
- Monitored project progress, ensuring adherence to timelines and budgets.
- Communicated with stakeholders regularly, maintaining transparency and managing expectations.
- Efficiently allocated and managed project resources to optimize productivity.
- Ensured project deliverables met quality standards through comprehensive reviews.
- Handled project scope changes and implemented necessary adjustments & Created and maintained comprehensive project documentation.

CONFERENCE/INTEREST/HOBBIES

KASBIT- Research Conference-2109 on "Challenges & Opportunities in Changing Business Environment-Certificate of Appreciation for Research on Finance

Interested in Military Talks, Current Affairs, World Economic Forum News. Hobbies: Cooking, Gardening & Travelling