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 *Muhammad Ishaq (Rtd)*

# About Me

My Contact

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Dedicated, proactive and hardworking JCO with 25 years of experience on Office Management, HR Management and Spares Procurement at
Air Headquarters’ level and Field Units in Pakistan Air Force. Eager to apply proven-meticulous knowledge in Office Management, HR Management, Data Management, LP Funds Management, Inventory Management & Quality Inspections fields.

# Professional Experience

Hard Skill

HR Management

Office Management

MS Office’ Expert

Expert on PAF Mail System

File Work’ Expert

Data mining and analysis

Trend analysis

Inventory Management

Instructor, Trainer

# Soft Skill

* Time management
* Leadership
* Teamwork
* Communication
* Problem-solving
* Interpersonal skills

# Education Background

AIOU, Islamabad

*Professional Bachelor degree (B.Ed)*

Completed in 2008

Bahauddin Zakariya University, Multan

*Bachelor degree*

Completed in 2005

Airmen Academy, Korangi Creek, Karachi *Associate Engineering in Electronics*

Completed in 2001

BISE, Multan

*SSC in Science*

Completed in 19998

# Professional Courses

* + Management & Supervisory Course (MSC)
	+ Military Leadership & Command Course
	+ Skill Enhancement Program Management Course
	+ PAF Automated Logistics Management Course
	+ Microsoft Office Course
	+ 2nd, 3rd & 4th Level Crotale System Courses
	+ 3rd & 4th Level Aspide Missile Maint Course
	+ 2nd Level Spada System Maint Course
	+ 3rd Level Spada System Test Benches Courses
* HR Management / Administration at Air Headquarters’ level setup

### **April, 2021 –February, 2024 : Directorate of SAMS (GBADS)**

Key responsibilities:-

* WO i/c Directorate of SAMS (GBADS), Air Headquarters, Islamabad
* HR Management in term of deployment of personnel at diversified tasks including security duties
* Co-ordination with OEM / Non-OEM Firms for ICR & BCR of LRUs
* Arrangement of meetings with civil firms (OEM & Non-OEM)
* Co-ordination with under command 10 x Field Squadrons,
02 x Engineering depots, 03 x Logistics depot for assets positioning
* Management of file work / mailing system
* Budgetary Management / Forecasting / Procurement
* Inventory Management
* Maintenance Management / Administration at Field Level

### **April, 2016 –March, 2021 : No 454 Squadron, Malir**

### **July, 2012 –April, 2016 : No 453 Squadron, Malir**

### **June, 2008 – June, 2012 : No 452 Squadron, Rafiqui**

### **February, 2006 – June, 2008 : No 460 Squadron, Samungli**

### **January, 2004 – February, 2006 : No 455 Squadron, Nur Khan**

Key responsibilities: -

NCO i/c of Engineering Control Section (Maintenance Control)

Office Management,

HR Management, Data Management,

Budgetary Management / Forecasting / Procurement

Inventory Management

#  Awards / Achievements

* 1999 Awarded with Green Slip Certificate
* 2018 Awarded with Base Commander Shaabaash Certificate
* **2020 Awarded with Chief of The Air Staff Commendation Certificate**
* 2020 Awarded with Base Commander Shaabaash Certificate
* 2021 Awarded with Certificate of Distinction by Base Commander
* 2022 Awarded with Assistant Chief of The Air Staff Commendation Certificate
* 2024 Awarded with Assistant Chief of The Air Staff Commendation Certificate