

Name : Mahmood Alam
Fathers Name : Tehmas Khan
Date of Birth : 25 December, 1978
Material Status : Married
Religion : Islam
CNIC No : 17301-9561527-1
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Experience	<u>Working experience in Pakistan Air Force for 25 years [1999-2024]</u>
	<ul style="list-style-type: none"> ➤ Work in different HR setups of Pakistan Air Force ➤ Work as PS of Air Ranks ➤ Public Dealing/ Office & HR Management/Coordination/Safety/Security ➤ Pakistan Air Force Administration Branch [06 Years(2011-2017)] ➤ 04 Years experience as Inspector Coordination/ Secretarial at Inspector General Branch of Pakistan Air Force [2020-2024] <p>Arrangement of Accommodation, Transport, Ticketing, Conducting of meetings, Look after financial matters, HR matters during audit inspection, Marking of audit Inspection points to concern domain and keeps track record etc</p>

Academic Profile / Military & Civil Courses

Degree Courses	Year / From To	Institutes
MA (IR)	2007-2008	Karachi University
Secretarial Basic & advance Course	21 Feb, 00 to 06 Nov, 24	ATTS, PAF Kohat
Security Indoctrination Course	12-17 Jun, 2006	School of Intelligence, PAF
Computer Literacy Course	31 Jan to 04 Feb, 2005	IT Academy, PAF
Management Course for Junior Executive	17-20 Dec, 2018	Air University, Islamabad
HR Management Course	30 Dec, 18 To 01 Jan, 19	PIM, Lahore
Conflict Management Course	21-22 Dec, 2020	PIM, Islamabad
Negotiation Skills Course	22-23 Feb, 2021	PIM, Karachi
SEP Management Course	23-26 Dec, 2019	PAF Base, Peshawar
SNCO Disciplinary Course	03-18 Nov, 2009	PAF Base, Peshawar
Airmen Information System Course	14-19 May, 2007	IT Academy, PAF
Military Leadership & Command Course	02-27 Mar, 2020	JCO Academy, PAF
Secretarial Asstt (Advance) & Supervisory	02-27 Sep, 19	ATTS, PAF Kohat

Award & Appreciation

➤ 01 X Chief of The Air Staff Commendation in March, 2023
➤ 02 X Appreciations by Assistant Chief of the Air Staff (Administration)
➤ 02 X Appreciations by Deputy Inspector General Air Force
➤ 01 X Appreciation by Officer Commanding Air Headquarters (Unit), Peshawar
➤ 01 X Appreciation by Inspector General Air Force

key Performance Indicators:

- Good written and verbal communication skill In English & Urdu
- Excellent Communication & Interpersonal skills
- Strong analytical Skills & data entry
- Ability to work with team & HR Management
- Executive Administration and Public Relation
- Office Management/ Coordination & Documentation
- Protocol & Security
- Empathetic listening, respect and care for others
- Skill in MS Office, MS Excel & Power Point
- Multi-tasking skills and Ability to perform assigned tasks with dead lines
- Willing to take a high level of responsibility
- Ability to organize and conduct meetings
- Good Working Skills on Office Automation System (Electronic Mail)