



# Muhammad Muzammil

## Administrative Manager

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### EXECUTIVE SUMMARY

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Dynamic and results-driven professional with over seven (7) years of experience in the aviation industry, specializing in handling state guest protocols, high-level passenger facilitation, and ensuring seamless operations. Proven track record in managing the full sales lifecycle, from tender preparation and client engagement to contract negotiation and performance analysis. Adept at aligning technical solutions with client objectives to drive revenue growth and strengthen customer relationships. Demonstrated expertise in leveraging operational knowledge to identify cross-selling opportunities, mitigate risks, and optimize performance. Strong communicator with a collaborative mindset, skilled in delivering high-quality customer service and exceeding organizational goals.

### ACADEMIC QUALIFICATION

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**Bahria University, Islamabad** 2018  
**Bachelors in Geophysics.**

**SZABIST, Islamabad** 2022  
**Masters of Project Management.**

### PROFESSIONAL EXPERIENCE

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#### **SOURCE IN PRIVATE LIMITED | ISLAMABAD, PAKISTAN**

April, 2025 – Present

##### **Manager Operations**

- Managed end-to-end procurement operations, vendor coordination, and logistics, including customs clearance and cold chain transportation for food and medical supplies.
- Led client communication, tender preparation, and project execution to ensure timely, cost-effective delivery of goods and services.
- Supervised operational teams, streamlined workflows through SOP's, and ensured compliance, documentation, and performance reporting for continuous improvement.

#### **CIVIL AVIATION AUTHORITY, CAA | ISLAMABAD, PAKISTAN**

March, 2020 – March, 2025

##### **Facilitation Assistant**

- Managed movements of state guests, diplomats, and VIPs as per airport protocol and management directives.
- Coordinated with airline staff, public announcement teams, and agencies to ensure smooth passenger facilitation and accurate flight information.
- Conducted lounge inspections, reported service issues, and maintained logs and incident reports in compliance with CAA standards.

##### **Procurement Assistant**

- Managed procurement of technical equipment, supplies, and services in compliance with regulatory and operational standards.
- Oversaw end-to-end logistics, including vendor coordination, customs clearance, and secure transportation of sensitive materials.
- Ensured cost-effective sourcing, timely deliveries, and uninterrupted support to ground operations and airport service.

## **CATCOS PRIVATE LIMITED | ISLAMABAD, PAKISTAN**

November-18 to March-20

### **Facilitation Assistant**

- Managed sourcing and vendor coordination for aviation-related supplies and services, ensuring cost-efficiency, compliance, and timely availability.
- Prepared reports and tracked procurement workflows to ensure successful implementation and alignment with operational standards set by PCAA management.

### **Airport Facilitation**

- Coordinated with airline staff, public announcement units, and other airport agencies while assisting passengers, meters & greeters with inquiries and flight information.
- Maintained log sheets, ensured smooth crowd control, and managed queue systems to uphold passenger convenience and safety standards.

## **ALL PAKISATN GEOSCIENTISTS ASSOCIATION | ISLAMABAD, PAKISTAN**

April, 2015 – Present

**(Project-Based)**

### **Industry- Academia Liaison Officer**

- Coordinated with universities, industry partners, and departments to facilitate collaborative research, training, and outreach projects.
- Designed and managed academic initiatives with sponsors, supporting content development, branding, and stakeholder r engagement.
- Assisted in organizing technical events, internships, and MoUs, ensuring smooth execution and institutional collaboration.
- Maintained documentation, tracked project performance, and supported strategic planning for long-term industry-academia linkage.

## **OIL AND GAS DEVELOPMENT COMPANY LIMITED | ISLAMABAD, PAKISTAN**

October -17 to November-17

### **Internee**

- Basic knowledge about Seismic Data Processing that proved to be extremely helpful in my thesis.
- 3-day field trip with a seismic acquisition party.

## **PAKISTAN MINERAL DEVELOPMENT CORPORATION, PMDC) | KHEWRA, PUNJAB.**

August, 2017 – September, 2017

### **Internee**

- Study the main Lithologies of Khewra Salt Range.
- Supervision of the mining parties according to the mining rules of Pakistan

## **PROFESSIONAL SKILLS**

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Protocol Handling | Tender Management | Contract Negotiation | Strategic Sales Planning | Client Relationship Management| Excellent Analytical Skills | Command on MS Office Dynamic | Result-oriented | Problem Solver | Proficient in 3 languages | Presentation Skills | Excellent Communication Skills | Stakeholder Engagement | Attention to detail | Crisis & Incident Management | Airline & Ground Handling Coordination

## **DISTINGUISHED PROJECT ACHIEVEMENTS**

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### **Road to Makkah Project – Islamabad International Airport**

Played a key role in planning and executing the Road to Makkah Project, managing logistics, on-ground operations, and facilitating Saudi immigration teams for seamless Hajj departures.

### **OIC Conferences – Protocol & Operational Support**

Successfully coordinated protocol, security, and airline ground handling operations during two high-level OIC conferences in Pakistan, ensuring streamlined airport operations.

### **Afghan Evacuation & Relocation Program**

Contributed significantly to the evacuation and immigration processing of at-risk Afghan nationals, supporting international relocation flights and diplomatic coordination at Islamabad Airport.

## **LEADERSHIP AND VOLUNTEERING**

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### **All Pakistan Geoscientists Association (APGA)| Member**

#### **January, 2015 – Present**

- A student-led, education-based association in Islamabad, operating all across the country.
- Organized multiple seminars, workshops, and events in order to bridge the gap between students of geosciences and the industry.
- Represented the organization on various social platforms.

### **United Nations Development Program | Student Consultant**

#### **May, 2016**

- Conducted consultative sessions on sustainable transport.
- Raised awareness among students and academia at Bahria University, Islamabad.

### **Public Speaking | Speaker**

#### **September, 2019 – Present**

- Conducted numerous presentations on the prospects available as a Geophysicist and how to access related opportunities.
- Demonstrated ethics and presentation skills as a geoscientist for a learning program organized by APGA.
- Organized 3-day workshops on hydrocarbon exploration techniques using seismic and well data at Bahria University, Islamabad.
- Raised awareness through several seminars about the importance of sustainability in the industry, and the practice being used in the modern age.