

DHA
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Muhammed Nadeem Iftikhar Awan

PERSONAL DETAILS

Date of Birth 29 November 1968
Nationality Pakistani
Marital Status Married

SUMMARY OF QUALIFICATION

Degree	Session	Subject	Institute
Masters (MS)	1991-93	Computer Science	The Punjab University Lahore.
Bechelors (B.Com)	1987-89	Commerce	Punjab Collage of commerce Lahore.
Intermediate (F.A)	1984-86	G.Science	Govt.Science College, Lahore.
Secondry (Matric)	1982-84	Science	F.G. Sir Seyd High School, Rawalpindi.

EXPERIENCE

- ✓ Lastly Worked as **Assistant Director** for Fourteen years with NADRA Pakistan from (2009 – 2023)
 - Contribute to and implement strategic plans aligned with NADRA's objectives.
 - Supervise day to day operations, ensuring policy compliance.
 - Oversee secure management of national databases and ensure data integrity.
 - Lead and support teams, ensuring professional development.
 - Ensure compliance with regulations and data protection laws.
 - Implement measures to maintain high standards in data collection.
 - Address and resolve issues related to data management and operations.
 - Manage projects related to data collection, registration, and system enhancements.
 - Prepare and submit regular reports on departmental performance.
 - Identify areas for process and system improvement.
- ✓ Worked as **Chief Executive officer** for nine years with Haleemah Marketing & Builders. (2001 – 2010)
 - Develop and execute strategic plans for business growth.
 - Cultivate relationships and explore new business opportunities.
 - Oversee budgeting, cost management, and profitability.
 - Supervise property development projects from start to finish.
 - Stay informed about real estate market trends and competitors.
 - Ensure adherence to real estate laws and mitigate legal risks.
 - Lead and develop a high performing team.
 - Maintain strong client relationships and provide excellent service.
 - Implement effective marketing strategies and enhance brand presence.
 - Identify and mitigate potential risks in property transactions.
 - Stay updated on real estate technology and implement solutions.
 - Explore and implement eco friendly practices in property development.

✓ Worked as Managing Director for seven years in M/s Simnwa PP (Pvt) Ltd (1993-2000)

- Develop and implement the factory's strategic plan.
- Oversee day-to-day operations for efficiency and safety.
- Optimize production processes.
- Manage the budget and optimize costs.
- Ensure product quality and implement QA programs.
- Manage procurement and distribution.
- Ensure compliance with regulations.
- Recruit, train, and manage the workforce.
- Enforce safety protocols and environmental standards.
- Communicate with shareholders, customers, and authorities.
- Identify and mitigate potential risks.

OTHER ACHIEVEMENTS

- Chief proctor of Punjab College of commerce, Lahore.
- Was former president of defense youth sports club.
- Was coach of boxing in Govt. College of science, wahdat rd. Lahore.

LANGUAGE COMAND

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| ▪ English | Proficient |
| ▪ Urdu | Proficient |