

MUHAMMAD EHSAN ULLAH



Iqama: Transferable

Driving License: In Process

CONTACT

☎ +966 59 366 8152

✉ m.ehsanullah532@gmail.com

📍 Jizan, Saudi Arabia

SKILLS & CORE COMPETENCIES

- Office & Administration Management
- Operational & Financial Management
- HR Process & Policy Implementation
- Budgeting & Cost Control
- Stakeholder & Board-Level Communication
- Calendar and Travel Management
- Procurement & Inventory Optimization
- Employee Engagement & Retention
- Government Platform Management (Qiwa, Absher)
- Supervisory Skills & Team Leadership



PROFILE

A results-driven administrative and management professional with an MS in Project Management, offering extensive experience in operational oversight, financial stewardship, and strategic HR. Proven ability to manage annual budgets up to PKR 70M and achieve significant cost reductions of 17% through process optimization. A skilled communicator serving as the central point of contact for diverse stakeholders, including Boards of Directors and government bodies. Seeking to leverage robust management capabilities to drive efficiency and support strategic objectives at a major multinational or national corporation.



WORK EXPERIENCE

Administration and HR Executive

MAY 2025 - PRESENT

Zouk Hala lil Halwiyat | Jizan, Saudi Arabia

- Oversee comprehensive administrative and HR functions for a company of over 200 employees.
- Administer key HR processes on Saudi government platforms (Qiwa, Absher) and implemented a new performance review system to standardize employee evaluations.
- Developed and launched employee engagement initiatives to improve staff retention and implemented stricter hiring protocols that successfully reduced recruitment costs.
- Managed payroll schedules and employee contracts to ensure accuracy and compliance.

Administration Manager

OCT 2019 - APR 2025

American Lycetuff DNK | Lahore, Pakistan

- Managed an annual operational budget of PKR 70M, achieving a 17% reduction in system-wide costs through strategic inventory management, streamlined procurement, and optimized staffing.
- Directed all administrative operations for the system with over 70 staff members and 800 students.
- Served as the primary point of contact and communication for all key stakeholders, including the Board of Directors, government bodies, suppliers, and customers, ensuring seamless and effective communication.
- Led integrated physical and digital marketing campaigns to enhance brand awareness and drive new student enrollment.
- Launched employee engagement strategies that improved staff retention and reduced associated HR costs.

Digital Marketing

FEB 2022 - PRESENT

Upwork | Remote

- Developed and managed comprehensive digital marketing strategies for freelance clients to increase their online presence and drive lead generation.

LANGUAGES

- English (Fluent)
- Arabic (Conversational)
- Urdu (Fluent)

- Executed multi-channel campaigns across social media, SEO, and email marketing to build brand communities and boost user engagement.
- Analyzed campaign performance data to provide clients with actionable reports and data-driven recommendations for optimizing marketing spend.



EDUCATION

Master of Project Management SEP 2019 - FEB 2022
Comsats University Islamabad, Lahore, Pakistan
GPA: 3.78 / 4.0
Research Thesis: Studied the impact of Employee engagement over the turnover Intentions in Construction and IT sector.

Bachelor of Civil Engineering Technology NOV 2014 - AUG 2018
Government College University Faisalabad, Pakistan
GPA: 3.87 / 4.0



CERTIFICATIONS

- Data Science and Artificial Intelligence** DEC 2024
Boston Institute of Analytics
- IOSH Managing Safety** FEB 2024
IOSH | Cardiff institute Institute Pakistan
- OSHA General Industry and Health Safety** FEB 2024
OSHA | Cardiff institute Institute Pakistan