##### Arshad



##### [Arshad.339513@2freemail.com](mailto:Arshad.339513@2freemail.com)

***Objective***

#### *To stimulating organization which need passionate professionals for the accomplishment of organization’s objectives & where I prove my creativity with organization’s success.*

***Experience***

**A+ School System**  *(Jan 2012to Dec 2016)*

*Gujranwala District*

***COORDINATOR***

* Administers the day-to-day activities of the office; develops policies, procedures, and systems which ensure productive and efficient office operation.
* Provides assistance and support to the office principal in problem solving, project planning and management, and development and execution of stated goals and objectives.
* Supervises the work of employees in supporting roles, including assigning workload and monitoring employee performance.
* Oversees and facilitates resources management and administration procedures and documentation for the principal.
* Performs research and analysis on specific issues, as required, and independently prepares non-routine letters and/or reports, which may be highly sensitive and confidential in nature.
* Serves as the primary point of administrative contact and liaison with other offices, individuals, and institutions on operational and programmatic matters concerning the Office.
* Organizes and facilitates meetings, conferences, and other special events; coordinates and attends committee meetings, and participates in committee discussions, as appropriate.
* Coordinates the disposition and/or resolution of individual problems and disputes involving faculty, staff, students, and/or members of the general public, as they arise.
* Oversees the operation of office accounts, and plans and monitors expenditures; as appropriate, develops and/or coordinates budgets for the office and associated accounts.
* Provides and/or oversees provision of staff support to the office, to include handling walk-up and phone interactions, maintaining calendars and travel arrangements, screening, analyzing, and responding to incoming correspondence, handling day-to-day problems and situations, and provision of secretarial support.
* Provides assistance in the understanding and interpretation of University policies and procedures, as appropriate, and ensures that office operations are in compliance with policy provisions and standards.
* Assists in the coordination, supervision, and completion of special projects, as appropriate.
* May serve as Campus Security Authority as outlined by the Clery Act.

**International Islamic School & University System** *(Feb 2009 Dec 2011)*

*Sialkot Road Gujranwala*

**COORDINATOR**

 Act as the main point of contact for visitors and callers, including reception duties.

* Provide general administrative support to the Chief Executive and staff team.
* Provide support for the arts programme /projects including assisting with administration of project work where appropriate and when agreed.
* Undertake general administrative duties including:
* **General word processing**.
  + Filing, copying and faxing.
  + Collation and distribution of minutes, reports and other documents.
  + Dealing with incoming and outgoing mail and general emails.
  + Ordering of equipment, materials and office supplies.
  + Undertake and assist in the recording and processing of invoices, receipts
  + And payments as required and instructed.
  + Administer the petty cash system and ensure appropriate record keeping.
  + Prepare contracts for suppliers as advised.
  + Assist in matters relating to marketing and publicity for the Company.
  + Arrange meetings relating to the core operation of the Company.
  + Arrange hospitality, purchase supplies to ensure the smooth running of the organization on a day to day and as required basis.
  + Maintain the central filing system, general database and archive

**GIFT University Gujranwala** (Nov 2006 to 2008)

*G.T.Road, Gujranwala*

***COORDINATOR***

 Under general supervision, the incumbent will be responsible for more complex administrative and managerial work involving initiative and responsibility in directing a very large sized operation. The incumbent advises and recommends on major plans and policies. Will be expected to analyze and solve problems with independence of action and will identify and initiate action in problem areas. This level differs from the Administrative Officer I in that the incumbent has the responsibility for the administration of the very large sized or more complex operation or the administration and management of a arrange specialized program.

**TYPICAL DUTIES**

* Plans, directs and manages the operation of a very large sized operation, or directs a complex specialized program.
* May supervise a large diversified administrative program, which may involve co-coordinating the work performed in several separate locations. May prepare reports and data of a complex nature for the department.
* May design and/or review systems and procedures to accommodate new or additional work or to provide improved efficiency. May supervise and train subordinate staff.
* May act as advisor on administrative matters to senior management and/or to regional offices.
* May carry out special assignments for senior personnel.
* May co-ordinate work in regional offices.
* May analyze various reports and make recommendations to senior personnel.
* May prepare material for publication.
* Performs other duties as assigned.

**Pakistan Army Aviation Base** *(Jun 1993 Dec 2005)*

*Gujranwala Cantt.*

**ADMIN OFFICER**

1. Oversees and administers the day-to-day activities of the office; develops policies, procedures, and systems which ensure productive and efficient office operation.
2. Provides assistance and support to the office principal in problem solving, project planning and management, and development and execution of stated goals and objectives.
3. Supervises the work of employees in supporting roles, including assigning workload and monitoring employee performance.
4. Oversees and facilitates resources management and administration procedures and documentation for the principal.
5. Performs research and analysis on specific issues, as required, and independently prepares non-routine letters and/or reports, which may be highly sensitive and confidential in nature.
6. Serves as the primary point of administrative contact and liaison with other offices, individuals, and institutions on operational and programmatic matters concerning the Office.
7. Organizes and facilitates meetings, conferences, and other special events; coordinates and attends committee meetings, and participates in committee discussions, as appropriate.
8. Coordinates the disposition and/or resolution of individual problems and disputes involving faculty, staff, students, and/or members of the general public, as they arise.

***Qualification:***

|  |  |
| --- | --- |
| Degree/Certificate | Institution |
| Diploma of Computer Science | *Crescent Science Computer College* |
| Graduation (**Mass Communication**) | University of AIOU, Islamabad |

***Computer Knowledge***

* MS. Word, Excel, Power Point,
* Internet Explorer,

***Personal Skills***

* Information Management.
* Team-leadership.
* Formal Presentation Skills.
* Adaptability.

***Scholarship and Awards:***

* ***Best Performance Award 2008-2009***   
  Achieve the Best Award as Coordinator from GIFT University GRW.

***Profile:***

**Date of Birth:** February 8, 1976

***Interests:***

* + Internet Exploring
  + Sports

***Reference:***

Will be furnished on demand