



Mahnoor Akhtar

Administrative Coordinator

Work Experience

Administrative Coordinator

Future Model School, Rawalpindi



Apr 13, 2023 – Present

- Serve as the primary point of contact for internal and external communication within the school office
- Coordinate schedules, meetings, and appointments for academic and administrative staff
- Maintain student records, attendance logs, and other essential documentation with confidentiality and accuracy
- Prepare and distribute official correspondence, circulars, and announcements
- Assist with planning and execution of school events and academic programs
- Monitor and manage office inventory, supplies, and equipment
- Provide administrative support to the school principal and department heads
- Ensure compliance with school policies and procedural standards
- Help in recruitment-related tasks including interview coordination and onboarding documentation
- Address inquiries from parents and visitors in a professional and courteous manner
- Generate reports and maintain organized filing systems (both digital and physical)

PHONE

0325-5425627



EMAIL

akmahnoor28@gmail.com



ADDRESS:

House #4216/69 Bangesh
Street, DHOK CH, NR CAR
Chowk, Block A, Rawalpindi



Career Objective

Organized and motivated administration professional with hands-on experience in school office operations. Seeking to leverage communication, coordination, and decision-making skills as an **Administration Coordinator at Future Model School.**

Education,

Bachelor of Commerce (B.Com)

Punjab University — Jan 2017 – Aug 2018

Certifications,

- MS office Suite

Languages

- English
- Urdu

References

Will provide on request

Skills,

- Office & Staff Coordination
- Effective Communication
- Decision-Making
- Record Keeping & Filing
- Time Management
- Public Speaking