



QADEER SARWAR

Strategic Administrative Leader | Coordination, Facility Management & Public Sector Operations

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EXECUTIVE SUMMARY

Dynamic and results-driven professional with over 12 years of experience in administration, coordination, and public procurement within higher education and non-profit sectors. Adept in facility management, contract drafting, PPRA/BPPRA compliance, protocol handling, and interdepartmental coordination. Proven expertise in managing operational workflows, overseeing outsourced services, and executing high-profile event logistics. Seeking a leadership role to leverage administrative acumen and contribute to institutional efficiency and development.

KEY SKILLS

- Facility & Logistics Management
- Daily Wages & Outsourced Staff Supervision
- Protocol & VVIP Event Coordination
- Office Supplies & Budget Control
- Contract Drafting & Vendor Management
- PPRA/BPPRA Compliance & Procurement
- Public Sector Correspondence & Documentation
- Transport & Outreach Operations
- Event Management & Stakeholder Engagement

CAREER HISTORY & ACHIEVEMENTS

Assistant Director (Admin/ Coordination) |
(Transferred internally from Manager Marketing)
BUTMES

01/2020 – Present

Key Achievements:

- Lead administrative operations, including supervision of daily wages and outsourced staff (janitorial, gardening, and security).
- Manage internal and external coordination between university departments, government offices, and third-party vendors.
- Oversee facility management for university properties, including outsourcing of halls, expos, and public-facing venues.
- Draft and execute contracts for campus shops, canteens, and facility rentals.
- Ensure procurement and tendering activities comply with BPPRA regulations.
- Coordinate logistics and protocol arrangements for VVIP arrivals and high-level events.
- Coordinated and supported outreach teams by managing logistics, travel planning, and accommodation arrangements for official visits and field activities.
- Support event planning and execution in collaboration with academic and administrative departments.
- Maintain records and official correspondence with accuracy and confidentiality.

Manager Marketing | Pakistan
BUTMES

07/2018 – 01/2020

Key Achievements:

- Led university-wide marketing initiatives, branding strategy, and internal communications.
- Coordinated outreach activities, media coverage, and public relations campaigns.
- Contributed to planning academic conferences, seminars, and promotional events.
- Developed partnerships and collaborated on university-industry linkage programs.

Assistant Manager Social Media Pakistan Sukkur IBA University	03/2016 – 04/2018
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Key Achievements:

- Planning Developing and Implementing PR Strategies
- Regularly update the Official website and Facebook Page
- Publishing Newsletter
- Monitor Public Opinions and advise management on policy issues and communication strategies
- Building and utilizing positive relationships with Print, Electronic, and Social Media
- Writing reports and Press Release

Manager Operations Pakistan Kind Welfare Organization	02/2012-11/2014
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Key Achievements:

- Spearheaded the improvement of operational systems and policies to support and achieve the organization's mission.
- Increased the effectiveness and efficiency of support services such as HR, IT, and Finance by improving coordination and communication across the organization.
- Managed the agency budget in coordination with the Executive Director to ensure smooth operations.
- Improved operational policies across HR, IT, and Finance.
- Supervised project procurement and donor compliance.
- Developed vendor evaluation frameworks and managed procurement for project supplies and operational infrastructure.
- Drafted and negotiated service contracts with local and national vendors.
- Managed procurement planning in alignment with donor compliance requirements.

PRIOR EMPLOYMENT

Manager Marketing Pakistan FM 105 Quetta	01/2011-12/2011
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Sub Engineer Pakistan QWSEIP	02/2007-02/2010
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Visiting Faculty Pakistan NUML (Supply Chain management)	08/2023-07/2024
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Visiting Faculty Pakistan BUIITEMS (Marketing & Supply Chain)	07/2018-07/2021
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Visiting Faculty Pakistan IQRA University	09/2015-03/2016
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EDUCATION & PROFESSIONAL DEVELOPMENT

Master of Science (MS) - 2017
Sukkur IBA University, Pakistan

Master of Business Administration (M.B.A.) - 2012
BUIITEMS

LANGUAGES

- English
- Urdu

- Panjabi
- Pashto