

ZUBAIR LIAQAT

A motivated administrative professional seeking a position in a challenging environment. Over 17 years' experience successfully providing administrative and secretarial support to the operational department. Proficient in a range of computer applications. Well-developed communication and customer service skills. Proven ability to efficiently plan and manage multiple assignments to meet tight deadlines. A proactive problem-solver who gets the job done.



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Jinnah Gardens, Islamabad

23 April, 1986

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EDUCATION

Bachelor of the Arts (BA)

- Allama Iqbal Open University, Islamabad
From 2011-2013

Intermediate (FA)

- Allama Iqbal Open University, Islamabad
From 2009-2011

Matriculation

- F.G Boys Higher Secondary School, Chak Shahzad (F.A), Islamabad (FBISE)
From 2002-2004

CERTIFICATES

- One Day Training Workshop on Essential Management Skills Conducting by Falcon Consulting.
- Certificate of Participation in Workshop on THE NITTY-GRITTY OF PUBLIC SPEAKING.
- Certificate of Participation in Coordination, NASCON 09, Organized by FAST-NU.
- Certificate of Merit for BEST ACTING in TAMASHA 20 ELEVEN.
- Certificate of Merit for Over All Coordination in AVAAZ- TAMASHA 12.
- Certificate of Recognition of Participation & RUNNERS UP, FAST CRICKET LEAGUE

LANGUAGES

- Urdu
- English
- Punjabi

INTERESTS

- Book Reading
- News
- Travelling

SKILLS

- Typing
- Microsoft Office (Word, Excel, Power point).
- Administration Management
- Control Front Desk
- Team Lead
- Verbal Communications
- Process Flow
- Problem Solving
- SQL, OAS, MIS etc.
- Record Keeping
- Secretarial Duties

SHORT COURSES

- REFRIGERATION & AIR-CONDITIONING Course of Instruction, Grade A (08/2005 - 01/2006)
SOS Technical Training School, Rawalpindi
- Advance Diploma (IT) Course, Grade A (03/2002 - 06/2002)
TeleVoice Institute of Computer Sciences, Rawalpindi Cantt

WORK EXPERIENCE

Administrative Assistant

FAST National University of Computer and Emerging Sciences, Islamabad.

09/2006 - Present,

- Liaise with Administrator to handle requests and queries from Administration.
- Oversee / Supervise Janitorial Staff, Works department and monitor all repair maintenance in premises.
- Ensure operation of equipment by completing preventive maintenance requirements.
- Prepare Request for Purchase (RFPs).
- Provide and plays roll with protocol Guest speakers accommodations and Transportation.
- Ensures that Asset List is up to date and all assets and attractive items are properly recorded, assigned to a custodian, tracked and reported until the final disposal in line with requirements from IMC Asset manual and applicable donor regulations.
- Provide Admin support (Offices, Stationary, IT Equipment etc)
- Handling incoming calls and other communications.
- Co-ordinate and organize appointments and meetings.
- Receive, Sort and distribute incoming mails
- Update and maintain internal staff contacts list and administrative records.
- Assist to Store Management.
- Organize and manage Sports events.
- Conduct Board of Directors Meetings, Refreshments.
- Handling of building on / out premises events.
- Perform secretarial duties.
- Assistance for preparation of Annual performance / evaluation and probation reports.
- Typing of Emails
- Maintaining supply inventory, keeping records, and sorting checks.
- Keeping an inventory of offices supplies and ordering new materials as needed.
- Building Repair Maintenance
- Handling of petty cash.
- Prepare Bill of Quantities (BOQs), Compiles Bids rates.
- Contact with suppliers / Vendors / dealers / distributors.

Technical Helper (HVAC)

CNPP-1, Pakistan Atomic Energy Commission, Mianwali

05/2006 - 08/2006,

- Installing, maintaining and repairing ventilation and air conditioning systems and equipment.
- Identifying maintenance risks on equipment.
- Diagnosing electrical and mechanical faults for HVAC systems. Cleaning, adjusting and repairing systems, and performing warranty services.
- Follows directions provided by Service Technician to assist in completing product repair.
- Follow Quality Management System (QMS) process guidelines. Performs other duties as assigned.