



FAQIR TAJ

Secretarial Assistant

+92 3203573395

khanftty036@gmail.com

Islamabad, Pakistan.

EDUCATION

MASTER OF ARTS IN POLITICAL SCIENCE

University Of Peshawar

BACHELOR OF ARTS

University Of Karachi

BACHELOR OF EDUCATION (B.Ed)

AIU, Islamabad.

DIPLOMA IN HINDI LANGUAGE

NUML, Islamabad.

PROFESSIONAL EDUCATION

BASIC CUM ADVANCE COURSE OF SECRETARIAL ASSISTANT

PAF, Kohat.

MILITARY LEADERSHIP & COMMAND COURSE

JCO's Academy, Kohat.

OFFICE AUTOMATION AND MANAGEMENT/ COMPUTER PROFICIENCY LICENCE

IT Academy, Lahore.

OFFICE AUTOMATION COURSE

PAF, Badaber.

BASIC DRIVING COURSE

PAF, Badaber.

VIP/STAFF CAR COURSE

PAF, Badaber.

SEP SUPERVISORS & MANAGEMENT COURSE

PAF, Badaber.

SNCO's DISCIPLINARY COURSE

PAF, Badaber.

SECURITY INDOCTRINATION COURSE

PAF, Badaber.

SKILLS

• MS Office (Word, Excel & PowerPoint and Outlook).	
• Public Relations	
• Project Management	
• Supervisory Skills	
• Leadership	
• Team Work	
• Time Management	
• Human Resource Management	

LANGUAGE

English Urdu
Pashto

About Me

The Junior Commissioned Officer has 25 Years, 7 months and 25 days of meritorious service in Pakistan Air Force as a Secretarial Assistant. The JCO is Highly Skilled, honest and enthusiastic individual with distinguished service record. Has experience of Office Management, which includes dealing with various mailing systems, upkeep of records, data bases, file management and well versed in Computer and Office automation. The JCO also has experience of working in a diplomatic environment as a personal assistant.

WORK EXPERIENCE

Secretarial Assistant

Pakistan Air Force

- Led and mentored a diverse team of military personnel, ensuring high levels of performance, discipline, and morale within the unit, contributing directly to the successful execution of daily tasks, ensuring the accuracy, confidentiality, and timely processing.
- Managed resource allocation, including personnel, equipment, and time, optimizing the efficiency of tasks while maintaining strict adherence to safety and security protocols.
- Delivered high-level secretarial and administrative support to senior command officers, handling all types of sensitive correspondence, briefings, and classified documentation.
- Managed scheduling, event coordination, and meeting logistics for high-ranking officials, including preparation of agenda, minutes, and presentation materials.
- Oversaw internal and external communications, including all official mail receipt/dispatches, inter-departmental coordination, and liaison with higher department.
- Trained and mentored subordinates in military office procedures, communication protocols, and document security standards.

PERSONAL ASSISTANT

Worked in Diplomatic Environment.

- Provided day-to-day secretarial and administrative support to the diplomat, ensuring smooth office operations in a diplomatic setting.
- Managed schedules, arranged appointments, and maintained the diplomat's calendar with attention to protocol and priorities.
- Answered telephone calls and handled routine correspondence, ensuring timely and professional communication.
- Maintained organized filing systems (electronic and physical), handling important documents in line with diplomatic procedures.
- Supported internal communications within the embassy and liaised with other departments.
- Performed reception duties when required, welcoming guests and officials with appropriate diplomatic etiquette.
- Ensured a high standard of confidentiality, discretion, and professionalism at all times in accordance with diplomatic protocol.

REFERENCES

References will be furnished on demand.