



# MUHAMMAD FAROOQ LATIF

## CONTACT



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Mohala Kapri Park, House No. 41,  
Near Laraib School, Faisalabad  
Road, Dist. Shekhupura, Pakistan

## SKILLS

- Office Administration & Management
- Scheduling & Calendar Management
- Record Keeping & Data Management
- Event planning & Coordination
- Task Prioritization & Multitasking
- Professional Correspondence
- Conflict Resolution
- Team Collaboration & Leadership Support
- Compliance & Reporting
- MS Word, MS Excel, MS PowerPoint
- Research Capabilities
- Conflict Resolution
- Communication Proficiency
- Microsoft Office Suite
- Digital Literacy
- Problem-Solving Skills

## PERSONAL INFO

**Full Name:** Muhammad Farooq Latif

**Father's Name:** Muhammad Latif

**Gender:** Male

**Nationality:** Pakistani

## LANGUAGES

- English
- Urdu

## PROFESSIONAL PROFILE

Dedicated and results-driven educator with experience in coordination, and administrative roles. Skilled in fostering a positive and motivational learning environment while utilizing modern technologies. Adept at managing academic operations and providing leadership to students and faculty. Strong communication and organizational skills, with a proven ability to adapt to new challenges. Passionate about continuous learning and student success.

## WORK EXPERIENCE

**Fatima Jinnah Women University, The Mall, Rawalpindi**

**Assistant/Department Coordinator**

**Duration: 8 Years**

- **Administrative Support:** Assist the Head of Department (HoD) in managing daily administrative tasks.
- **Scheduling & Coordination:** Organize departmental meetings, maintain schedules, and coordinate academic and non-academic activities.
- **Communication Management:** Serve as a liaison between faculty, students, and university administration.
- **Record Keeping:** Maintain departmental records, faculty files, and student data securely and efficiently.
- **Correspondence Handling:** Draft official letters, emails, and reports for the department.
- **Academic Support:** Assist in course registration, faculty workload management, and timetable scheduling.
- **Office Management:** Ensure smooth functioning of departmental operations, including procurement and inventory management.
- **Student Assistance:** Address student queries, guide them on academic matters, and support student engagement activities.

## EDUCATION

**M.Phil. in Entomology**

University of Agriculture Faisalabad, Pakistan

**B.Sc. (Hons)**

University of Balochistan, Quetta, Pakistan

**F.Sc. (Pre-Medical)**

Federal Board of Intermediate and Secondary Education, Islamabad, Pakistan

**Matriculation (Science)**

Federal Board of Intermediate and Secondary Education, Islamabad, Pakistan

## REFERENCES

- References will be furnished on demand.