



Saif ul Jabbar

Chief Technician (Retd) PAF

Phone : 0307-3765884

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Education:

BA (English)

Languages:

English, Urdu and Punjabi

Summary:

Detail-oriented & disciplined **Office Manager/ Administrator** with **22 years of progressive experience** in office administration, executive support, records governance, and operational coordination. Demonstrated expertise in managing office functions, supervising clerical staff, optimizing workflows, and ensuring compliance with organizational policies. Recognized for strong leadership, confidentiality management, process improvement, and consistent support to senior management and executive leadership.

Professional Skills

- Executive Communication & Reporting
- Policy Implementation & Compliance
- Workflow Optimization
- Staff Coordination & Supervision
- Time & Priority Management
- Confidential Information Handling
- Problem Solving & Decision Support

Courses & Certification:

- Military Leadership & Command
- SNCO's Discipline Course
- Office 2007 & Computer application
- Computer Hardware & Software Certif
- Computer Networking Course
- Occupational Health & Safety
- Quality Assurance Evaluator
- QC Insp Experience Certificate

Experience Office executive Manager : (2012 – 2025)

- Lead and managed day to day functions, supplies, equipment and tidy environment of the office
- Supervise clerical and administrative staff, assign duties, monitor performance, and ensure adherence to office SOPs.
- Oversee records management systems (manual and digital), ensuring accuracy, confidentiality, and compliance.
- Coordinate executive schedules, meetings, official correspondence, and documentation for senior management.
- Develop and streamline office workflows to improve productivity and reduce processing delays.
- Act as a focal point between management, departments, vendors, and external stakeholders.
- Review, draft, and approve official letters, reports, summaries, and internal communications.
- Support audits, inspections, and management reviews by ensuring timely availability of records and reports.
- Manage office inventory, assets, and procurement documentation to maintain operational readiness.

Senior Executive/Administrative Supervisor (2003–2012)

- Coordinated administrative operations across departments, ensuring smooth communication and documentation flow.
- Maintained employee records, attendance, leave data, and administrative MIS reports.
- Assisted senior leadership in policy implementation, reporting, and operational planning.
- Supervised front desk, dispatch, mail, and document control activities.
- Played a key role in transitioning from manual processes to computerized office systems.

KEY ACHIEVEMENTS

- Successfully managed office operations administrative teams
- Improved document control efficiency and record accuracy.
- Trusted point of contact for senior management
- Maintained excellent audit and compliance records

CORE COMPETENCIES

- Office & Administrative Management
- Executive Support & Coordination
- Team Supervision & Task Allocation
- Records, Document & Information Governance
- Office Policies & SOP Implementation
- MIS Reporting & Data Management
- Interdepartmental Coordination
- Procurement, Inventory & Asset Control
- Compliance, Audit & Inspection Support
- Scheduling, Meetings & Executive Calendar Management
- Vendor & Service Coordination
- MS Office Suite (Word, Excel, PowerPoint, Outlook)