

Sajid Hussain.

03190871982.



PERSONAL PROFILE

N.I.C: 37405-0448651-7.

Date of Birth: 01-12-1982.

Address: Street 1, Ashraf Colony, Asim Qadri Block, Dhamial, Rawalpindi.

CORE COMPETENCIES

Energetic and highly talented professional with over **15 years** of experience in

Office Administration, Customer Services & Public Relation.

Seeking a responsible position in **Office Administration, Public Relation, and Customer Services** and where I can demonstrate and exceed total service needs of the company with my technical, managerial, communication, interpersonal relationship and strong organizational skills.

HIGHER EDUCATION

➤ **Master of Business Administration (General Management).**

University: Preston University Pakistan. (Degree Attested by MOFA Pakistan).

➤ **Computer Application Diploma (1 Year).**

CAREER HISTORY

1) U.A.E. Exchange Centre, Dubai.

Position: Senior Office Administrator & P.R.O.

Period of Service: September, 2013 to Jan, 2020.

Responsibilities.

- Responsible of renewal trade license, Vehicles, Labor Accommodation & company.
- Schedule and verify appointments and meetings of Directors and Clients.
- Dealing with real estate for company warehouse and staff accommodation renewal process
- Keep records of all employees of the company (Emirates ID renewal, Work Permit Renewal, Residency Renewal etc.)
- Dealing with co-operate clients.
- Ensure all teller transactions and other routine processing is done as per laid down procedures and central bank guide lines and ensure due diligences carried out with respective money laundering and other regulatory requirements.
- Provide information and guidance to customers through the delivery of excellent customer service to resolve customer queries and achieve customer satisfaction.

2). Smart National School & College.(O and A Level)

Position: Examination Controller & Administrative Manager,

Under The City School & Colleges Group.

Period of Service: April, 2020 to Until Date.

Responsibilities:

- Managed the complete examination process for O and A Level students for both Cambridge (CAIE) and Edexcel boards.
- Handled all exam registrations, subject entries, and fee payments using Cambridge International Direct (and Edexcel Online portals).
- Ensured all student details and subject choices were entered accurately and met strict board deadlines.
- Applied for access arrangements (extra time, scribes) for students with learning needs as per board guidelines.
- Received, verified, and securely stored confidential exam papers before the exam dates.
- Coordinated with invigilators to ensure exams ran smoothly and followed JCQ and board regulations.
- Packed and dispatched completed answer scripts to examiners via courier after exams.
- Downloaded and released results to students and parents.
- Processed result enquiries and issued official certificates to students upon completion.
- Maintained accurate student records, including attendance, academic progress, and personal files.
- Supported the preparation of the school timetable and allocation of classes for O and A Level students.
- Coordinated the printing and distribution of student report cards and progress reports to parents.
- Managed the admission process for new students, including document verification and orientation.
- Acted as the main point of contact between parents, teachers, and the school leadership for daily administrative matters.
- Ordered and managed stock of stationery, textbooks, and teaching supplies.
- Organized school events such as parent-teacher meetings, graduation ceremonies, and orientation days.
- Monitored daily student attendance and followed up on unexplained absences with parents.

DISTINCTIONS.

- Certificate for **Best Employee** of manage Allied Product.
- Certificate for **Employee of the Year**.
- Appreciation from **CEO of H.B.L** bank of Pakistan.
- Appreciation letter for **Best Office Management Certificate**.

LANGUAGES

- English
- Urdu
- Arabic

REFERENCES

Will be furnished upon request.