

# Laeeqa Adnan

## Academic Operations Specialist

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### PROFILE

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Education and operations professional with experience in school administration, admissions management, procurement, and digital outreach. Managed the admissions operations across 12 campuses of Headstart. Known for improving operational efficiency, strengthening vendor management, and supporting school leadership through effective coordination and organization. Achieved 40% procurement cost savings, onboarded 20+ reliable vendors, and maintained 95–100% on-time delivery and payments. Led digital marketing and outreach campaigns that increased student enrollment by 60% and improved social media engagement by 40–70%. Promoted multiple times due to strong performance and ability to manage increasing responsibilities.

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### PROFESSIONAL EXPERIENCE

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#### Headstart School Headoffice

09/2025 – 12/2025

##### *Assistant Procurement Manager*

Islamabad, Pakistan

Managed procurement operations and vendor coordination for school departments.

Negotiated vendor contracts and improved supplier selection.

Reduced procurement costs by 40% within the first few months.

Onboarded 20+ reliable vendors to strengthen procurement processes.

Ensured 95–100% on-time delivery and vendor payments.

Maintained procurement documentation and supported operational planning.

#### Headstart School Headoffice

09/2025 – 12/2025

##### *Treasurer of Employee Well Being Committee*

Islamabad, Pakistan

- Managed and tracked the committee budget and expenses.
- Maintained financial records and ensured transparency in fund usage.
- Coordinated with committee members to plan employee wellbeing activities and events.
- Monitored contributions and ensured proper allocation of funds for initiatives.

#### Headstart School Headoffice

09/2024 – 12/2025

##### *Admin and Social Media Officer*

Islamabad, Pakistan

Managed school social media platforms and digital communication.

Planned and executed Meta ads for school promotions and admissions.  
Increased social media engagement by 40–70%.  
Created marketing content for events, announcements, and student activities.  
Supported administrative coordination for school initiatives.  
Led a team of two graphic designers and web developer for content creation and website optimisation.  
Managed and supervised the admissions team of all 12 branches of 12 Headstart School from the Head Office.  
Coordinated with campus teams to ensure smooth enrollment operations and communication.  
Guided parents and students through application and admission procedures.  
Monitored enrollment data and supported strategies to increase student admissions.  
Worked with marketing teams to improve outreach and visibility of school programs.  
Maintained accurate admissions records and documentation.  
Contributed to digital campaigns that increased student enrollment by 60%.

**Administrative Assistant**

Provided administrative support to senior management.  
Prepared reports, documents, PPT's and internal communication.  
Coordinated meetings, schedules, and documentation.  
Assisted in school operations and internal coordination.

03/2024 – 09/2024  
Islamabad, Pakistan

**Headstart School, H-11 Campus**

*Front Desk Officer*

Provided administrative support to senior management.  
Prepared reports, documents, PPT's and internal communication.  
Coordinated meetings, schedules, and documentation.  
Assisted in school operations and internal coordination.

07/2023 – 02/2024  
Islamabad, Pakistan

**SKILLS**

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|-----------------------------|-------------------------|---------------------------|
| • School Administration     | • Admissions Management | • Leadership              |
| • Operations                | • Digital Marketing     | • Social Media Management |
| • Supply Chain Optimisation | • Cost Control          | • Price Negotiation       |
| • Performance Improvement   | • Vendor Acquisition    | • Click Up                |
| • SAP                       |                         |                           |

**EDUCATION**

**Arden University UK/Roots IVY Islamabad**  
*BA Hons in Business*

08/2022 – 08/2023  
Islamabad, Pakistan

**Pearson UK/Universal College Islamabad**  
*Higher National Diploma in Business Management*

08/2020 – 08/2022  
Islamabad