

ZOHAIB KIRMANI

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Career Profile Summary

Dedicated and results-driven Administration professional with over 14+ years of experience in strategic office management, coordination and operations across reputable organizations. Experienced in managing executive offices, international projects, facilities and administrative teams. Strong in coordination, compliance, process improvement, Operational Excellence and providing 360-degree business consultancy.

Qualifications

2014-2018 **M.PHIL, HAILEY COLLEGE OF BANKING & FINANCE, UNIVERSITY OF THE PUNJAB, LAHORE.**

2009-2010 **B.COM (IT), UNIVERSITY OF THE PUNJAB, LAHORE.**

Work Experience

Tenure 1: **NOVEMBER 2025 TO PRESENT**
HEAD / ADMIN MANAGER – TAKAMOL TRADE TEST CENTRE
(Skills Verification Program of Kingdom of Saudi Arabia)
HAZZA INSTITUTE OF TECHNOLOGY, ISLAMABAD.

Working in a mid-sized public private partnership firm to provide professional administrative and coordination services for Takamol Trade Test Centre (Skills verification program of KSA).

Responsibilities:

- Manage day-to-day administrative functions including office management, documentation, and record keeping ensuring effective coordination with NAVTTC and between departments for administrative support.
- Develop and implement administrative policies, procedures, and SOPs for the test centre.
- Oversee maintenance of buildings, offices, utilities, equipment and vehicles.
- Coordinate with maintenance teams for repairs, renovations, and infrastructure improvements.
- Ensure proper layout, space utilization, and office planning.
- Manage security services, guards, and surveillance systems & Ensure compliance with safety regulations and company policies.
- Monitor costs of operations and repair and maintenance and implement cost optimization measures.
- Supervise housekeeping teams and ensure cleanliness standards & conduct periodic inspections and audits. Identify, negotiate and manage contracts with service providers (security, housekeeping, utilities).
- Monitor vendor performance, invoices etc.
- Ensure cost control and budget compliance for operational excellence.
- Maintain licenses, permits, and statutory records related to administration, drivers, vehicles etc.
- Prepare and manage the administration budget & Monitor expenses and implement cost-saving initiatives.
- Lead and supervise admin staff, drivers, security, and housekeeping teams.
- Provide periodic reports on administrative expenditures.
- Coordinate with HR, Finance, and Maintenance departments & Prepare management reports.
- Handle employee grievances related to administrative services.

Tenure 2: MAY 2025 TO PRESENT

**OFFICE MANAGER (MD OFFICE) & COORDINATOR – INTERNATIONAL PROJECT
HAZZA INSTITUTE OF TECHNOLOGY, ISLAMABAD.**

Working in a mid-sized public private partnership firm to provide professional administrative and coordination services for MD Office and international project.

Responsibilities:

- Office correspondence, preparation of agenda, minutes of meetings, drafting of letters, memos and notes.
- Preparation of proposals, reports and official documents.
- Attending meetings for implementation of decisions.
- Housekeeping, facilities and office management of MD Office.
- Coordination with administrative staff, project managers, HODs and stakeholders.
- Inter-departmental coordination as per directives of MD.
- Implementation of actions to improve coordination.
- Coordination and support for international projects including liaison and meeting arrangements.

Tenure 3: DECEMBER 2024 – APRIL 2025

**EXECUTIVE ASSISTANT TO COO & ADVISOR TO COO
THE UNIVERSITY OF LAHORE HOSPITAL**

Managed operations of COO Office and assisted Advisor to COO for smooth workflow.

Responsibilities:

- Office correspondence, preparation of agenda, minutes of meetings, drafting of letters, memos and notes. Preparation of proposals, reports and official documents.
- Attending meetings for implementation of decisions.
- Housekeeping, facilities and office management of COO Office.
- Coordination with Deans, HODs, MS and stakeholders. Inter-departmental coordination as per COO directives.
- Maintaining records and implementation of SOP's and compliance of Sehat Sahulat Program (SSP).
- Implementation of coordination improvement measures.

Tenure 4: AUGUST 2024 – NOVEMBER 2024

**REGISTRAR ADMINISTRATION
ISLAMIC UNIVERSITY OF KENYA (IUK), NAIROBI
(Sent by University of Lahore)**

Responsibilities:

- Inventory management and asset tagging.
- Implementation of campus security system. Management of infrastructure including hostels and accommodation. Maintenance of campus facilities.
- Monitoring hygiene and cafeteria standards.
- Liaison between departments for smooth operations.
- Assistance in marketing and admissions campaigns.

Tenure 5: FEBRUARY 2024 – AUGUST 2024

**ASSISTANT MANAGER ADMINISTRATION (CHAIRMAN OFFICE)
THE UNIVERSITY OF LAHORE**

Responsibilities:

- Oversaw office operations, facilities, procurement and housekeeping.
- Led administrative teams with KPIs and performance monitoring. Developed SOPs and internal controls. Managed executive coordination, correspondence and travel logistics.
- Implemented centralized document management system. Organized seminars, events and academic activities. Managed fleet operations and vendor relations.

- Drafted official correspondence, reports and proposals. Arranged workshops, seminars and international events (physical & online). Strengthened coordination between local and international staff. Supported staff training and development.

Tenure 6: MAY 2018 – JUNE 2021

EDUCATION OFFICER

PAKISTAN INSURANCE INSTITUTE

Managed operations of North and Central region.

Responsibilities:

- Office correspondence, agenda and minutes preparation.
- Implementation of council decisions.
- Newsletter content development and coordination.
- Communication with insurance companies for events and programs.
- Organization of workshops, seminars, conferences and trainings.
- Arrangement of AGM, elections and official meetings.
- Liaison with industry leaders, Arrangement of study visits.
- Coordination for CII London exams. Organization of international conferences and events.
- Financial handling including invoices, receivables and reconciliation.
- Record management and documentation. Liaison development with insurance sector.
- Support in SECP exams. Membership growth initiatives. Execution of assignments from management.

Tenure 7: APRIL 2016 – APRIL 2018

ASSISTANT ADMIN

THE UNIVERSITY OF LAHORE, LAHORE

Responsibilities:

- Maintenance of student records (registration, graduation, transcripts).
- Official correspondence and report preparation. Registrar office support.
- Coordination with departments and stakeholders. Verification of transcripts and audit deficiencies.
- Support in orientations and academic processes. Preparation of statistical reports for HEC and government. Coordination with academic and administrative departments.
- Student record system management. Service delivery and stakeholder engagement.
- Reporting and compliance monitoring. Liaison with internal and external stakeholders.
- Execution of special assignments.

Tenure 8: MARCH 2013 – FEBRUARY 2016

SERVICE MANAGER

PAK TURK INT'L SCHOOLS & COLLEGES

Responsibilities:

- Campus administration and operations management.
- Policy development for security and administration.
- Housekeeping, fleet and mess management. Budgeting, logistics and procurement.
- Vendor management and contracts. Supervision of maintenance and security services.
- Coordination with departments. Performance monitoring and quality control.
- Security supervision. Implementation of management policies.
- Management of events, visits and official functions. Meeting scheduling and coordination.
- Event planning and execution.

Tenure 9: APRIL 2011 – SEPTEMBER 2012

CUSTOMER CARE REPRESENTATIVE

JAZZ Private limited Pakistan

Responsibilities:

- Frontend technical support. Basic troubleshooting of systems and applications.
- Escalation of technical issues. Customer query handling.
- Meeting service deadlines. Maintaining communication standards.
- Training of new staff. Participation in workshops and seminars.

Personal Profile

Father Name:	Tasneem Ullah Kirmani	Domicile :	Lahore (Punjab)
Date of Birth:	14-08-1992	Nationality :	Pakistani
Gender:	Male	Language:	Punjabi, Urdu, English
Religion :	Islam	Total Experience:	More than 14+ years

Profession Relevant Skills

- Administration and office management
- Executive coordination and stakeholder management
- Inter-departmental coordination and compliance
- Preparation of agenda, minutes and official correspondence
- Report writing, proposals and documentation
- Event management (seminars, workshops, conferences)
- Facilities, fleet and infrastructure management
- Vendor management and procurement handling
- Financial handling (invoicing, receivables, reconciliation)
- Team leadership, supervision and performance management
- Process improvement and SOP development
- Strong communication and liaison building skills

Core Qualifications

- 14+ years of progressive experience in administration and operations
- Extensive experience in executive office management (MD / COO level)
- Hands-on experience in international project coordination
- Proven ability to manage large-scale events and institutional operations
- Strong exposure to public-private sector organizations
- Experience in academic, corporate and international environments
- Ability to manage multiple tasks under pressure with efficiency
- Strong analytical, organizational and problem-solving skills
- Demonstrated leadership and team management capabilities
- Proven record of ensuring compliance and operational excellence

References

1. PROF. DR. FAUZIA NAHEED KHAWAJA

Ex. Prof. Hailey College

Hailey College of Banking & Finance,
Lahore.

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2. MR. ALI ASLAM

Registrar

The University of Lahore
Lahore

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3. MR. ZULFIQAR ALI KHAN

CEO & Director

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4. MUHAMMAD NAEEM WATTO

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