



ASIM BUKHARI

Senior Administrative & HR Operations Manager

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PROFESSIONAL SUMMARY

Senior Administrative & HR Operations Manager with 21+ years of experience in public-sector university environments. Specialized in HR operations, executive administration, and institutional coordination. Demonstrates strong expertise in recruitment management, employee records administration, and policy compliance. Brings a solid background in HR systems and organizational planning, contributing to improved operational efficiency and structured administrative processes.

PROFESSIONAL EXPERIENCE

Personal Staff Officer to Vice Chancellor

Jan 2025 – Present

Kohat University of Science & Technology – Kohat, Pakistan

- Oversaw executive-level scheduling ensuring alignment of daily operations with institutional priorities
- Organized high-level meetings, appointments, and official engagements with internal and external stakeholders
- Prepared confidential correspondence, reports, and documentation for executive decision-making
- Oversaw travel logistics including international visit arrangements and coordination with relevant departments
- Conducted independent research on sensitive and strategic matters to support executive initiatives

Assistant Registrar HR (Establishment)

Feb 2022 – Dec 2024

Kohat University of Science & Technology – Kohat, Pakistan

- Directed end-to-end recruitment processes for regular, contract, visiting, and contingent staff
- Supervised HR operations team ensuring compliance with university policies and hiring procedures
- Maintained and updated employee records ensuring data accuracy and confidentiality
- Arranged recruitment planning, candidate evaluation, and onboarding processes
- Processed staff-related administrative matters aligned with institutional policies

Office Superintendent – HR / QEC

Feb 2018 – Jan 2022

Kohat University of Science & Technology – Kohat, Pakistan

- Supervised HR documentation, employee data management, and reporting systems
- Supported recruitment, onboarding, payroll coordination, and attendance tracking processes
- Led institutional assessment and reporting activities aligned with quality enhancement frameworks
- Directed institutional surveys, evaluations, and performance measurement initiatives

Administrative Assistant (HR, Finance, Admissions & Student Affairs)

Mar 2005 – Jan 2018

Kohat University of Science & Technology – Kohat, Pakistan

- Managed administrative operations across HR, admissions, examinations, and finance departments
- Maintained student and staff records ensuring accuracy and compliance with institutional requirements
- Organized academic schedules, examination processes, and student registration activities
- Prepared statistical reports related to enrollment, graduation, and institutional data

EDUCATION

Master of International Relations Kohat University of Science & Technology – Kohat, Pakistan	2013
Diploma in Office Administration & Management Pakistan Institute of Modern Sciences – Peshawar, Pakistan	2011
Diploma in Computer Science Brains Post Graduate College of IT – Kohat, Pakistan	2006

CORE COMPETENCIES

- HR Operations Management
- Recruitment & Onboarding
- Employee Records Administration
- Policy Implementation & Compliance
- Executive Office Management
- Organizational Coordination
- Payroll & Attendance Oversight
- Performance Monitoring & Reporting
- Institutional Planning & Effectiveness
- Meeting & Stakeholder Coordination
- Document & Correspondence Management
- Administrative Process Improvement
- Data Management & Reporting
- Team Supervision & Coordination

TECHNICAL SKILLS

- HR Documentation Systems
- Employee Record Management
- Recruitment Tracking Systems
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Microsoft Access
- Database Management
- Institutional Reporting
- Performance Tracking

CERTIFICATIONS

Microsoft Certified Systems Engineer MCSE Nicon College of Computer & Management Sciences Certified English Communication and Typing Skills	2000
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PROFESSIONAL DEVELOPMENT

International Conference on Quality Assurance in Higher Education
Training Workshop on Self-Assessment Reporting
Productivity Improvement Toolkit for Industry-Academia
Faculty Training and Institutional Development Workshops

LANGUAGES

English – Fluent
Urdu – Native
Pashto – Native