

DANIAL SAEED

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OBJECTIVES

A dedicated and organized Efficient Assistant Admin with hands-on experience in maintaining office records, coordinating with vendors, managing security and transport, organizing events, and ensuring compliance with SOPs. Skilled in multitasking, documentation, and coordination with internal and external stakeholders.

EXPERIENCE

SZABIST University, Islamabad

➤ **Assistant Admin**

March-2022 - Present

Responsibilities

1. Organize and manage both internal and external events such as Convocation, Farewell ceremonies, International Research Conferences, Workshops, Seminars, and Meetings.
2. Assist in the selection of appropriate suppliers and contractors, to promote good procurement practice with due regard to sustainability, ethical purchasing standards and costing.
3. Organize travel and accommodation for staff and customers.
4. Supervise clerical and administrative personnel by setting job expectations, appraising job performance, and disciplining employees as needed.
5. Analyzing and optimizing logistical procedures.
6. Address errors to promote client satisfaction.
7. Coordinated end-to-end supply chain activities across procurement, warehousing, and logistics.
8. Implemented inventory control procedures.
9. Managed supplier performance and resolved delivery and quality issues.
10. Collaborate with accounting and management teams to set budgets, monitor spending, and process payroll and other expenses.
11. Preparation, issuance, and maintenance of Student cards.
12. Coordination with Security Guard Companies.
13. Handling security arrangements and daily monitoring.
14. Preparing and managing admin budgets and resources.

15. Log book checking and verification.
16. Dealing with cafeteria staff and managing agreements with rental parties
17. House Keeping and repair maintenance of premises.

➤ **Assistant Examination**

May2021- February 2022

Role Overview

The Assistant Examination Officer is responsible for supporting the Examination Officer in the arrangement, administration, and scheduling of both public and internal examinations. This role involves collaboration with the Examination Officer, Leadership Group members, Heads of Departments, teachers, and support staff to ensure the smooth and efficient execution of all examination-related activities.

Responsibilities

1. Collaborate with teachers and Ph.D. doctors to facilitate the successful conduction of exams, ensuring all academic requirements are met.
2. Supervise the smooth running of all internal and external exams, addressing any issues that arise to ensure the process is seamless.
3. Ensure the accurate and timely submission of exam entries
4. Assist in the scheduling and communication of examination timetables and room plans to ensure clarity and organization..

➤ **Internship**

June 2019- August 2019

RSM AVAIS HYDER LIAQUAT NAUMAN, Peshawar (Audit Firm)

Assist in conducting research, organizing filing systems, and performing data entry tasks to ensure the accurate recording and maintenance of comprehensive financial records, thereby supporting the integrity and accessibility of financial data.

EDUCATION

SZABIST, Islamabad

MS Project Management

2022- 2025

KOHAT University of Science & Technology Kohat

BBA Hons. (Finance)

2016- 2020

Comp Tech Degree College Kohat

Pre Engineering

2014- 2016

St, Joseph Convent School Kohat

Science

2010- 2014

Technical Skills

1. MS Office 2K/XP (Excel, Access, Word, Power Point)
2. MS Project
3. Email & office communication SPSS

Skills

- **Communicational and Interpersonal Skills-** active listener, good verbal & written communication
- **Organizational and Planning Skills-** time management, resource allocation, task prioritization, milestone tracking
- **Leadership and Management-** good decision maker, motivator and team builder
- **Soft Skills-** adaptable, flexible, work ethic

Language

- **Pashto**
- **Urdu**
- **English**
- **Panjabi**