

WASEEM RAZA

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Professional Summary

Results-driven Administration and Coordination Professional with 20+ years of experience in higher education, healthcare, and institutional administration. Expert in operations management, strategic coordination, and office administration, with a strong track record of improving processes, managing teams, and supporting executive leadership while ensuring efficiency, compliance, and confidentiality.

Core Competencies

- Administration & Office Management
- Strategic Coordination & Operations Support
- Healthcare & Institutional Administration
- Human Resource & Staff Management
- Event, Visit & Coordination
- Security Systems & Facility Oversight
- Budgeting, Procurement & Compliance
- Advanced MS Office & Digital Tools

Professional Experience

Assistant Manager Administration – Pakistan Kidney & Liver Institute & Research Centre (Rawalpindi)

October 2024 – Present

- Execute administrative processes and assignments in accordance with institutional policies.
- Supervise staff operations including housekeeping, duty rosters, and discipline management.
- Conduct daily departmental rounds to ensure operational efficiency and compliance.
- Coordinate data collection, reporting, and departmental documentation.
- Oversee security operations including CCTV monitoring and facility supervision.

Manager Coordination – University of Central Punjab, Lahore

February 2023 – May 2023

- Managed coordination and administrative support for the Office of the Pro-Rector.
- Organized meetings, managed calendars, and coordinated institutional visits.
- Maintained communication between departments and faculties.
- Managed digital data and facilitated academic coordination activities.

Assistant Director Administration & Coordination – NUST, Islamabad

February 2011 – January 2023

- Managed general administration, HR matters, budgeting, and procurement processes.
- Coordinated institutional events, seminars, convocations, and examinations.
- Oversaw IT infrastructure support, security systems, and fire safety protocols.
- Facilitated accreditation visits, academic audits, and laboratory certification inspections.
- Managed faculty, staff, and student administrative affairs.
- Supervised guest boarding and lodging arrangements for official visits.

Assistant Manager – The Gun & Country Club, Pakistan Sports Trust

May 2001 – December 2010

- Coordinated media coverage for SAS Championships.
- Organized national and international shooting competitions.
- Managed membership records and administrative documentation.
- Arranged boarding, lodging, and event logistics for participants.

Education

MSc Mass Communication – Allama Iqbal Open University (2011)

Bachelor of Arts – Allama Iqbal Open University (2009)

Intermediate in Commerce – Federal Government College of Commerce H-8, F.B.I.S.E (1997)

Certifications

Fundamentals of Digital Marketing

Technical Skills

MS Office (Word, Excel, PowerPoint, Outlook, Access),

Internet Applications,

Social Media Tools