

MUHAMMAD ALI

Office Assistant | School Administration Support

BS English

 **+92-320-5587886**

 **Soan Gardens, Islamabad**



PROFESSIONAL PROFILE

Dedicated and detail-oriented office assistant with proven experience in school administration, academic coordination, and examination management. Highly skilled in maintaining records, handling correspondence, assisting teaching staff, and ensuring smooth daily office operations. Known for discipline, confidentiality, and a professional approach within educational institutions.

CORE COMPETENCIES

- School Office Administration
- Student & Staff Record Management
- Official Documentation & Filing
- MS Office (Word, Excel, PowerPoint)
- Front Desk & Parent Dealing

PERSONAL ATTRIBUTES

- Highly disciplined and punctual
- Honest and trustworthy
- Professional attitude in academic environments
- Strong interpersonal and communication skills

PROFESSIONAL EXPERIENCE

Office/Administrative Assistant **(2023 - Continue)**

INNOVATIVE SCHOOL & COLLEGE, G-11/1 ISLAMABAD

- Supported principal and senior staff in daily administrative activities.
- Maintained student records, attendance sheets, and office files.
- Handled official letters, notices, and communication.
- Coordinated with parents, teachers, and external visitors.

Administrative Assistant **(2021 - 2023)**

Heritage Group of Colleges, Attock

- Managed admissions documentation and academic records.
- Assisted examination department with scheduling and supervision.
- Maintained confidential files with accuracy and discipline.
- Provided administrative support to teaching and management staff.

EXAMINATION & INVIGILATION EXPERIENCE

- British Council (CAIE), Islamabad – Exam Invigilator & Scribe
- FBISE, Islamabad – Exam Invigilator
- Virtual University of Pakistan – Exam Superintendent

CERTIFICATIONS & TRAINING

English Works! Program - RELO, U.S Embassy Islamabad.

Computer Operator Course - NAYAB Computer Academy.

LANGUAGES

- English
- Urdu

REFERENCES

Available on request.