

WAQAS SAGHIR

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PROFESSIONAL SUMMARY

RESULTS-DRIVEN ADMINISTRATION & HR PROFESSIONAL WITH 10+ YEARS OF EXPERIENCE IN ADMINISTRATION, HR OPERATIONS, FACILITY MANAGEMENT, SECURITY, TRANSPORT, INVENTORY CONTROL, PROCUREMENT, VENDOR COORDINATION, AND GOVERNMENT LIAISON. SKILLED IN MANAGING LARGE-SCALE OPERATIONS, LEADING TEAMS, ENSURING COMPLIANCE, AND OVERSEEING SMOOTH DAY-TO-DAY ORGANIZATIONAL FUNCTIONS ACROSS MULTIPLE SECTORS INCLUDING EDUCATION, MANUFACTURING, TEXTILE, AND FMCG. STRONG LEADERSHIP, COMMUNICATION, AND PROBLEM-SOLVING ABILITIES WITH A PROVEN RECORD OF IMPROVING EFFICIENCY AND MAINTAINING HIGH OPERATIONAL STANDARDS.

PROFESSIONAL EXPERIENCE

- 1. ASSISTANT MANAGER ADMINISTRATION — AKHUWAT INSTITUTE KASUR**
SEP 2025 – PRESENT
MANAGING CAMPUS ADMINISTRATION, HOSTEL OPERATIONS, TRANSPORT, MESS, SECURITY, FACILITY MANAGEMENT, VENDOR COORDINATION, MAINTENANCE, AND GOVERNMENT LIAISON FOR 650+ STUDENTS.
- 2. ASSISTANT MANAGER ADMIN — PETROSIN RAVI INDUSTRIES LTD, SHEIKUPURA**
APR 2025 – SEP 2025
MANAGED SECURITY, GATE OPERATIONS, CCTV MONITORING, LPG OPERATIONS, ATTENDANCE, FUEL MANAGEMENT, UTILITIES, AND ADMINISTRATIVE REPORTING.
- 3. ASSISTANT MANAGER ADMIN & HR — Z&J HYGIENIC PRODUCTS PVT. LTD. GUJRANWALA**
MAY 2023 – APR 2025
HANDLED HR OPERATIONS, PAYROLL, FLEET MANAGEMENT, VENDOR COORDINATION, GOVERNMENT LIAISON, AND OFFICE ADMINISTRATION.
- 4. ASSISTANT MANAGER ADMIN — BIN RAFIQUE TEXTILE PVT. LTD. FAISALABAD**
JUL 2019 – MAR 2023
MANAGED RECRUITMENT, TRANSPORT, INVENTORY, ACCOMMODATION, SECURITY OPERATIONS, VENDOR PAYMENTS, AND MAINTENANCE ACTIVITIES.
- 5. EXECUTIVE HR & ADMINISTRATION — FLANNEL DUSTER HOUSE, FAISALABAD**
SEP 2014 – JUN 2019
HANDLED RECRUITMENT, EMPLOYEE TRAINING, COMPENSATION & BENEFITS, ADMINISTRATION, MAINTENANCE, AND TRANSPORT COORDINATION.

INTERNSHIPS

- 1. TRADE MARKETING INTERNEE — COCA-COLA BEVERAGES PAKISTAN LIMITED, FAISALABAD**
APR 2014 – MAY 2014
- 2. COMPLIANCE TRAINEE — SADAQAT LIMITED, FAISALABAD**
SEP 2013 – NOV 2013

EDUCATION

- 1. MBA-HRM | RIPHAH INTERNATIONAL UNIVERSITY | 2013**
- 2. B.COM | UNIVERSITY OF THE PUNJAB | 2009**

CORE SKILLS

ADMINISTRATION MANAGEMENT, HR OPERATIONS, FACILITY MANAGEMENT, SECURITY MANAGEMENT, FLEET MANAGEMENT, INVENTORY CONTROL, VENDOR COORDINATION, GOVERNMENT LIAISON, PAYROLL MANAGEMENT, TEAM LEADERSHIP, EVENT COORDINATION, STAFF SUPERVISION, PROCUREMENT MANAGEMENT, WAREHOUSE & STORE MANAGEMENT, TRANSPORT COORDINATION, PROBLEM SOLVING, COMMUNICATION SKILLS, TIME MANAGEMENT, MS OFFICE, SAP & CANVA.

REFERENCES AVAILABLE UPON REQUEST.