

AFAQ AHMED

Office Management | Administration

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PROFESSIONAL SUMMARY

Results-driven administrative professional with 3+ years of progressive experience in office management, operations coordination, and team supervision across Saudi Arabia and Pakistan. Proven ability to streamline workflows, maintain compliance, and support organizational growth. Holds an MBA (Executive) with a strong foundation in communication, leadership, and problem-solving.

PROFESSIONAL EXPERIENCE

Office In-Charge | **MQS Overseas Education** | Multan, PK

September 2025 – Present

- Supervise daily office operations to ensure seamless workflow and organizational efficiency.
- Manage administrative records, documentation, and compliance with company policies.
- Coordinate cross-departmental communication and provide executive-level administrative support.
- Oversee attendance, leave records, employee files, office maintenance, and facility management.

Office Coordinator | **Fahad S Al Tamimi Partners & Co.** | Jubail, KSA

June 2023 – June 2025

- Managed end-to-end office operations and administrative functions, boosting overall productivity.
- Maintained employee records, official documentation, and filing systems per compliance requirements.
- Supervised workforce operations, coordinating with supervisors to manage attendance and reporting.
- Handled official correspondence and internal communications between management and operations teams.
- Prepared administrative reports, ensured data accuracy, and assisted HR with onboarding and documentation.
- Recognized as Best Safety Performer for maintaining a safe, policy-compliant office environment.

Student Counselor / Admission Officer | **Times Consultant** | Multan, PK

September 2022 – May 2023

- Guided students in course selection, academic planning, and achieving their educational objectives.
- Assessed student interests and provided tailored course recommendations and application support.
- Developed and led counseling workshops and group sessions to promote student achievement.
- Maintained student privacy and upheld ethical standards in all counseling activities.

EDUCATION

MBA (Executive) | **National College of Business Administration & Economics** | Multan, PK

April 2026 – Present

Bachelor of Economics | **Bahauddin Zakariya University** | Multan, PK

September 2018 – June 2022

CORE SKILLS

MS Office Suite • Email & Outlook Management • Administrative Coordination • Record Keeping • Office Operations • HR Support • Leadership & Team Management • Effective Communication • Problem Solving • Time Management

CERTIFICATIONS & AWARDS

- SAP ERP Essential Training (LinkedIn Learning-Jun 11, 2026)
- HR Roles in the Modern Workplace [Diversity, Equity, Inclusion and Belonging (DEIB)] (Jun 11, 2026)
- HRCI Professional in Human Resources (PHR) Cert Pre (Jun 17, 2026)

References available upon request.