

SAAD HABIB
Administrator

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PROFESSIONAL SUMMARY

To obtain a full-time position in the Research or Human Resource department where I can effectively utilize my education, experience, and skills. I aim to contribute to organizational success by supporting HR operations including recruitment, benefits administration, payroll processing, performance management, leave management, workplace safety, workers’ compensation, and employee relations. I am also committed to maintaining accurate HR and payroll records while providing efficient administrative support across departmental functions.

WORK EXPERIENCE

Office Admin
The EduTech School & College Busy Bumble Bee (3Bee) School System Qasimabad Hyderabad
March 2023 – June 2026 3 years and 3 months’ Experience

- Managed student admissions and enrollment processes.
- Maintained student, staff, and academic records with accuracy and confidentiality.
- Prepared and issued School Leaving Certificates (SLCs), transfer certificates, and other official documents.
- Maintained and updated student attendance and fee records.
- Kept detailed records of stationery inventory and ensured proper stock management.
- Issued stationery items to teachers and students and maintained distribution records.
- Maintained course books, educational materials, and academic resource records.
- Coordinated with teachers regarding course material requirements and availability.
- Prepared administrative reports, letters, notices, and official correspondence.
- Coordinated with parents, teachers, and school management for smooth operations.
- Organized meetings, examinations, events, and other school activities.
- Managed filing systems and ensured proper documentation of all school records.
- Utilized MS Word, Excel, Email, and other office applications for administrative tasks.

Intern
National Assembly of Pakistan
July 2023 – August 2023

- Worked at the “**National Assembly Secretariat**” as intern on voluntary basis.
- Assisted in the coordination and implementation of initiatives aligned with the **Sustainable Development Goals (SDGs)**.
- Supported research and data collection on national progress toward SDG targets.
- Contributed to drafting reports, summaries, and policy briefs for internal and external stakeholders.
- Collaborated with team members to organize meetings, workshops, and awareness sessions related to SDGs.
- Maintained documentation, records, and official correspondence for SDG-related projects.

EDUCATION
Bachelor of Public Administration (BPA)
University of Sindh, Jamshoro
Graduated: December 2023
CGPA: 2.87

SKILLS

- Proficiency in MS Office (Word, Excel, PowerPoint)
- School Management
- Human Resource Management
- Strong organizational and multitasking abilities
- Attention to detail and accuracy in record-keeping
- Strong Communication skills
- Ability to work independently and as a part of a team

Languages

- **Sindhi** – Native
- **English** – Intermediate
- **Urdu** – Advanced

Hobbies

- **Reading**
- **Writing**
- **Exploring Internet**

Certificates

Received Certificate of Participation: I attended two days orientation program on the “Parliament and its Functions” from 8th-9th August 2023.
Letter of Appreciation: I have the honor to receive letter on the successful National Meet of appreciation from MS Romina Khurshid Alam, Special Assistant to the Prime Minister Convener, and National Parliamentary Taskforce on Sustainable Goals.