

Junaid Ur Rehman

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SUMMARY

Results-driven administrative professional with over five years of experience managing office operations, executive administration, and organizational coordination across military, education, and non-profit sectors. Skilled in office management, executive support, records administration, meeting coordination, facilities management, and cross-functional communication, with a proven ability to streamline operations, maintain confidentiality, and deliver efficient administrative support in fast-paced environments.

QUALIFICATION

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| • BS Information Technology
University of Gujrat | CGPA 3.37/4
Sep, 2016 – Sep, 2020 |
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EMPLOYMENT HISTORY

1. Executive Assistant to Base Commander

Pakistan Air Force Base, Samungli

Feb, 2022

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Currently working

- Provided comprehensive executive and administrative support to the Base Commander, ensuring smooth day-to-day office operations.
- Managed the executive calendar by scheduling meetings, appointments, official engagements and ensuring timely follow-ups on assigned tasks.
- Coordinated meetings by preparing agendas, arranging logistics, recording action points and monitoring the implementation of decisions.
- Managed official correspondence, emails, telephone communications, and confidential documents while maintaining accuracy and confidentiality.
- Prepared presentations, reports, briefing and other official documents using Microsoft Office applications.
- Maintained organized records, files and documentation to ensure quick retrieval and compliance with administrative procedures.
- Coordinated with internal departments to facilitate timely execution of administrative matters and effective communication.
- Managed office supplies, inventory, vendor coordination and routine administrative requirements to support uninterrupted office operations.
- Manage office petty cash and administrative expenses while maintaining accurate expenditure records and supporting budget control.
- Coordinated travel arrangements, accommodation and logistical support for official visits and duties.
- Maintain records of support staff including attendance, overtime, leaves record etc.
- Supervised support staff to ensure the efficient functioning of the secretariat and delegated administrative tasks to maintain smooth office operations.
- Prioritized multiple assignments simultaneously while maintaining professionalism, confidentiality, and strict adherence to deadlines.

2. Admin Executive - No 28 MR Sqn

Pakistan Air Force Base, Samungli

May, 2022

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Feb, 2023

- Manage HR-related matters for pilots and squadron personnel, including maintaining service records, leave records and personal documentation.
- Prepare and issue office orders related to pilot temporary duties, postings and personal matters.
- Processed travel documentation, leave records, and duty movement orders while coordinating with relevant departments to ensure timely execution.
- Coordinated with internal departments to facilitate administrative activities, resolve routine operational matters, and ensure timely follow-ups.
- Maintained organized filing systems and ensured prompt retrieval of records, correspondence, and personnel documents.
- Prioritized multiple administrative assignments while maintaining confidentiality, accuracy, and adherence to deadlines.
- Oversee day-to-day operations of the squadron's orderly room, ensuring efficient administrative support to officers and staff.

3. Officer Facility Administration

Beaconhouse School System Chakwal Campus

Feb, 2022

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May, 2022

- Managed day-to-day administrative operations to ensure the smooth functioning of the campus.
- Coordinated facility maintenance, repair activities, and vendor services to maintain a safe and efficient working environment.
- Supervised support staff to ensure operational readiness and compliance with organizational standards.
- Monitored office supplies, inventory, and procurement requirements to ensure uninterrupted administrative operations.
- Coordinated logistics, resource allocation, and administrative support for school events, meetings, and official activities.
- Contributed to successful projects and events by providing essential administrative support and resource management.

4. Assistant Secretary General

Chakwal Chamber of Commerce and Industry

Oct, 2021

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Feb, 2022

- Supported the Secretary General in managing day-to-day administrative and office operations to ensure the efficient functioning of the organization.
- Coordinated executive meetings, committee sessions, and official events, including scheduling, agenda preparation, meeting logistics, and follow-up.
- Drafted and managed official correspondence, circulars, notices while maintaining confidentiality and professional communication.
- Maintained organized records, membership documentation, and administrative files to ensure accurate record management and easy retrieval.
- Supported routine office activities and provided administrative support to ensure smooth workflow and operational efficiency

5. Trainee Officer

The Asia Foundation - Islamabad Pakistan

Mar, 2021

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Sep, 2021

- Become a focal person between The Asia Foundation and the designated school for discussing matters related to digital libraries.
- Produce a monthly report on the needs, utilities, and shortcomings faced by users of a digital library.
- Coordinate and implement activities in digital libraries.
- Planned, organized, and supervised the logistics operations for the Books for Asia Program, ensuring efficient distribution of educational material to schools, universities, and libraries nationwide, particularly in Islamabad.

6. Officer Coordinator

Chanab Group of Colleges Chakwal Campus

Oct, 2020 - Mar, 2021

- Coordinated day-to-day office operations to ensure the efficient delivery of administrative and student support services.
- Responded to inquiries from prospective students and parents through phone and in-person interactions, providing accurate information on admissions, academic programs, and institutional services.
- Maintained student records, administrative files, and documentation while ensuring accuracy, confidentiality, and timely retrieval.
- Assisted in coordinating admissions processes, scheduling appointments, and maintaining organized administrative workflows.
- Supported the planning and execution of campus events, orientations, and academic activities by coordinating logistics and required resources.
- Prepared administrative reports, correspondence, and routine office documents using Microsoft Office applications.
- Managed multiple administrative responsibilities while ensuring professionalism, accuracy, and excellent customer service.

SKILLS

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- Office Management
 - Office Administration
 - Executive Support
 - Calendar & Schedule Management
 - Meeting & Event Coordination
 - Documentation & Records Management
 - Report Preparation
 - Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
 - Office Automation System (OAS)
 - Air Force ERP
 - Facilities & Office Maintenance
 - Vendor & Service Provider Coordination
 - Inventory & Office Supplies Management
 - Travel & Logistics Coordination
 - Petty Cash & Office Expense Management
 - Staff Supervision
 - Interdepartmental Coordination
 - Confidential Records Handling
 - Filing & Document Control
 - Customer Service & Front Office Operations
 - Communication & Multitasking

