



FAISAL QAMAR

ADMINISTRATIVE PROFESSIONAL

CONTACT



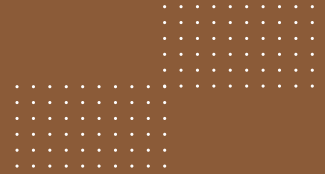
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House # 36, Street # 10,
Afshan Colony, Rawalpindi Cantt.



PROFILE

Dedicated and organized professional with experience in administration, media, training, and office coordination. Skilled in communication, record keeping, scheduling, and administrative support. Experienced in working with students, staff, and teams in fast-paced environments. Seeking to contribute to efficient university operations through strong organizational and interpersonal skills.

PROFESSIONAL EXPERIENCE

Admin Officer

Dunya News | 2008- 2013

- Supported daily administrative and office operations.
- Maintained records and coordinated departmental activities.
- Assisted in communication and workflow management.

Cameraman & Media Instructor

UMT | 2020 - Present

- Trained students and staff in practical media skills.
- Coordinated technical arrangements for classes and university events.
- Assisted in managing media equipment and production activities.

Controller

National Press Club | 2013- 2015

- Coordinated technical operations during press events.
- Managed event setups and ensured smooth execution.

News Cameraman

24 News | 2017 - 2020

- Covered news events and live broadcasts.
- Worked effectively under strict deadlines.

News Cameraman

Aaj News | 2015- 2017

- Recorded field reports and news coverage across various locations.
- Collaborated with reporting and production teams.

CORE SKILLS

- OFFICE ADMINISTRATION
- COMMUNICATION SKILLS
- MS OFFICE SUITE
- DOCUMENTATION & RECORD KEEPING
- TRAINING & COORDINATION
- EVENT COORDINATION
- EMAIL & INTERNET MANAGEMENT
- TEAMWORK & TIME MANAGEMENT

LANGUAGES

- Urdu
- English
- Punjabi

EDUCATION

I.Com | Rawalpindi Board

Matric | Rawalpindi Board