

SHOAIB KHAN

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Address: Dhoke Gangal, Rawalpindi / Canal Road, Bijli Ghar, Mardan



PROFILE:

- ❖ Dynamic Campus Management Professional with 17+ years of experience in administration, education management, operations, IT systems, and stakeholder engagement across Pakistan and the UAE.
- ❖ Proven ability to lead campus operations, increase student admissions, build institutional partnerships, and enhance student satisfaction.
- ❖ Experienced in managing admissions campaigns, student counseling, public relations, community outreach, and business development activities.
- ❖ Strong background in academic administration, team leadership, digital systems, and customer relationship management.
- ❖ Skilled in developing strategies to achieve enrollment targets and strengthen institutional growth.

CORE COMPETENCIES:

- ❖ Student Admissions & Enrollment Growth
- ❖ Campus Operations & Administration
- ❖ Marketing & Student Recruitment
- ❖ Public Relations & Community Outreach
- ❖ Team Leadership & Staff Management
- ❖ Business Development & Partnership Building
- ❖ Student Counseling & Retention
- ❖ Event Management & Career Seminars
- ❖ Customer Relationship Management (CRM)
- ❖ Stakeholder Communication

OBJECTIVE:

To utilize my extensive experience in administration, operations, student engagement, and institutional development to contribute as a Campus Manager by driving admissions growth, enhancing student services, building strategic partnerships, and ensuring smooth campus operations.

EXPERIENCE: International Experience (4 Years) Pakistan Experience (13 Years)

Admin cum IT Manager

BK Construction Company, Peshawar

Jan, 2026 – Present

- ❖ Managing administrative operations and organizational resources.
- ❖ Coordinating with stakeholders, clients, and external partners.
- ❖ Preparing reports, documentation, and management presentations.
- ❖ Supervising staff performance and operational efficiency.
- ❖ Supporting digital systems and technology-driven processes.

Campus Admin Officer cum PRO

The City School, Mardan Campus (Promoted)

Aug 2024 – Dec, 2025

- ❖ Managed daily campus operations and administrative activities.
- ❖ Led parent engagement initiatives and maintained positive community relations.
- ❖ Assisted in student admissions activities and enrollment campaigns.
- ❖ Coordinated marketing events, orientation sessions, and promotional activities.
- ❖ Ensured effective communication between management, faculty, students, and parents.
- ❖ Maintained discipline, safety, and operational standards across the campus.

ICT Lab Administrator (Junior Section)

The City School, Capital Campus Islamabad

Oct, 2023 – Jul, 2024

- ❖ Managed educational technology resources and campus IT systems.
- ❖ Conducted training sessions for students and staff.
- ❖ Supported student engagement activities and academic operations.
- ❖ Assisted management in scheduling, reporting, and administrative coordination.
- ❖ Contributed to campus events, workshops, and student development initiatives.

Physics Teacher (Senior Section)

Quaid-e-Azam International School Rawalpindi

Aug, 2018 – Apr, 2019

- ❖ Guided students academically and professionally.
- ❖ Conducted career counseling and student mentoring sessions.
- ❖ Built strong relationships with students and parents to support academic success.

Academic Coordinator**The Muslim School & College, Mardan****Jan, 2012 – Mar, 2015**

- ❖ Managed academic operations and institutional scheduling.
- ❖ Supervised faculty performance and coordinated departmental activities.
- ❖ Organized student engagement programs, seminars, and educational events.
- ❖ Resolved student and parent concerns effectively.
- ❖ Led staff development and quality improvement initiatives.

ADDITIONAL LEADERSHIP EXPERIENCE:*Electrical Engineer Cum Facility Manager***Khayal Properties (Minara Residence), Rawalpindi****July 2019 – August 2023**

- ❖ Led business operations, customer relations, and administrative functions.
- ❖ Managed client acquisition and relationship-building activities.
- ❖ Coordinated marketing efforts and customer service initiatives.
- ❖ Developed strong communication and business development skills.

IT Manager**Riphah & Zohaib Associates, Rawalpindi****August 2015 – May 2018**

- ❖ Managed IT infrastructure and organizational systems.
- ❖ Trained staff and implemented technology solutions.
- ❖ Supported business operations through process improvement initiatives.

Electronics Engineer**Atec Water Design, Dubai &****Aldarmaky, Alain – United Arab Emirates****Feb 2008 – Nov 2011**

- ❖ Managed technical teams and project operations.
- ❖ Coordinated client communications and project implementation.
- ❖ Developed reporting, planning, and stakeholder management expertise.

EDUCATION:

- ❖ MSc (Electronics)
- ❖ B.Sc (Computer Science)

CERTIFICATIONS & AFFILIATIONS:

- ❖ **Microsoft Innovative Educator Expert (MIEE) – 2025-26**

Recognized for excellence in using Microsoft tools to enhance teaching, promote innovation, and support digital learning communities.

TECHNICAL & ADMINISTRATIVE SKILLS:

- ❖ Admissions Management
- ❖ Student Recruitment Strategies
- ❖ Marketing & Promotions
- ❖ Public Relations
- ❖ Customer Service
- ❖ Microsoft Office Suite
- ❖ CRM & Student Information Systems
- ❖ Event Management
- ❖ Digital Marketing Awareness
- ❖ Reporting & Documentation
- ❖ Stakeholder Engagement

PERSONAL INFORMATION:

- ❖ Nationality: Pakistani
- ❖ Date of Birth: 14th May 1981
- ❖ Religion: Islam
- ❖ Marital Status: Married
- ❖ Relocation: Willing to Relocate

LANGUAGES:

- ❖ English,
- ❖ Urdu,
- ❖ Pashto,
- ❖ Arabic (Basic)

REFERENCES:

Provided on request