

ZAINUB SARWAR

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Rawalpindi, Pakistan

Summary

Detail-oriented Administrative Coordinator skilled in optimizing workflows and managing timelines. Bilingual communicator who fosters collaboration among faculty and students to enhance academic support. Experienced in teaching Arts courses and coordinating events, delivering positive outcomes in varied environments.

Skills

- Project Coordination
 - Primavera P6 R8.2
 - Capable of working in a bilingual environment
 - Team Collaboration
 - Time Management
 - Data Management Tools
 - Strong communication skills
 - Capable of working in a bilingual environment.
 - Know how to meet deadlines and handle responsibilities.
 - ACTIVE Where Software
 - Microsoft Office
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Experience

Assistant / Department Coordinator – Fatima Jinnah Women University, Rawalpindi (Aug 2022 – Current)

- Manage timetables and classes for faculty (regular & visiting).
- Create and distribute exam schedules (date sheets) and invigilate exams.
- Track student attendance.
- Assist with faculty reappointments, leaves, and makeup classes.
- Recorded and monitored student attendance daily.
- Researched equipment needs and assisted in preparing annual budget to ensure resource availability.
- Counsel students on academic matters and university regulations.
- Serve as a student liaison to aid academic success. Coordinate with faculty advisors regarding student progress.
- Assist with faculty reappointment's, leaves, and makeup classes.
- Provide attendance sheets and manage faculty attendance records.
- Reschedule faculty classes if needed.
- Assist faculty with administrative tasks.
- Organize thesis Vivas/displays, arrange juries, and record outcomes.
- Manage thesis-related tasks - synopsis list, external supervisor approval, meetings, etc.
- Ensure submission of student progress reports and thesis deadlines.
- Assist in planning and arranging guest lectures and educational visits.
- Plan, coordinate, and promote department events.
- Update departmental calendar, secure event locations, and manage logistics.
- Rescheduled faculty classes to accommodate scheduling conflicts.
- Handle event promotion and communication.
- Track and monitor event budgets.
- Track department inventory - furniture, stationery, electronic equipment, etc.

- Research equipment needs and assist in preparing the annual budget.
- Planned, coordinated, and promoted department events to enhance student engagement and faculty collaboration.
- Coordinate security deposit refunds for students (after new policy).
- Coordinate with university administration on data requests.
- Coordinated speaker arrangements for events to provide valuable insights and learning opportunities for students.
- Make announcements for scholarships and other student activities.
- Assist QEC (Quality Enhancement Cell) in program evaluation.
- Handle maintenance and cleanliness requests for classrooms, offices, and storage.
- Deal with exam office changes regarding CGPA certificates (new policy).

Visiting Faculty – Fatima Jinnah Women University, Rawalpindi (Feb 2026 – Jun 2026)

- Taught course of History of Art-I

Visiting Faculty – Fatima Jinnah Women University, Rawalpindi (Sep 2024 – Jan 2025)

- Taught course of History of World Civilizations

Executive Assistant to CEO/HR Officer – Punjab Oil Mills Limited, Islamabad (May 2016 - Apr 2022)

- Provided administrative assistance, including crafting and refining emails, drafting memos, and preparing communications on behalf of the CEO
- Organized meetings by scheduling, sending reminders, and arranging catering.
- Organizing meetings, including scheduling, sending reminders, and organizing catering when necessary
- Assisted HR manager with developing and implementing policies.
- Conducted initial interviews with job candidates to assess qualifications.
- Managed all formalities related to pre-selection and post-selection processes for candidates.
- Conducting a reference check for the candidates who joined.
- Executed pre-employment verifications and gathered additional references for candidates.
- Managed onboarding formalities and conducted orientation for new employees.
- Dealing with all matters of health insurance of employees
- Monitors the timelines of new projects across POML.
- Provides weekly reports to the CEO regarding projects in progress.

Customer Services Officer – Nestle Waters, Islamabad (May 2015 - Apr 2016)

- Handled customer complaints.
- Compiled daily operational reports for management review on daily basis of ongoing operations
- Addressed DSR's.
- Handled agreement and cancellation forms manually.
- Daily basis updating of NAATA noncritical complaints
- Handled critical complaints and quality issues.

Teaching Assistant – Fatima Jinnah Women University, Rawalpindi (2011 – 2012)

Internship – Lok Virsa and Museum of Pakistan Monument, Islamabad

- Completed 6-week internship at Lok-Virsa and Museum of Pakistan Monument, assisting with various cultural projects.
- Contributed innovative ideas and solutions to enhance team performance and outcomes.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Promoted high customer satisfaction by resolving problems with knowledgeable and friendly service.

Community Work, POF Hospital

- Completed 20 hours of community service at POF Hospital, assisting with patient care and support.

Education

- **MS, Project Management – COMSATS Institute of Information Technology, Islamabad, 2015**
- **Bachelor of Fine Arts, Textile Designing – Fatima Jinnah Women University, Rawalpindi, 2011**
- **Intermediate, Computer Science – Federal Government Degree College Quetta, 2007**
- **Matric – Army Public School & College Seven Streams Quetta, 2005**

Languages

- English, Advanced
- Urdu, Native

Certifications

- Certified Human Resource Professional (CHRP) from NUST Business School, Islamabad

Hobbies and Interest

Maintaining good relations with diversified people, Socializing, Playing Badminton, Painting, Watching movies & listening Music

Exhibitions

- 2011: Degree show (BFA) Fatima Jinnah Women University, Rawalpindi
- 2011: Thesis Show at Al-Hamra Art Gallery, Lahore

Academic Work

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| • Textile Designing | • Calligraphy |
| • Sculpture (clay, wire, mash) | • Figure drawing |
| • Drafting (modelling) | • Weaving |
| • Oil painting | |

References

Will be furnished upon request.