

SAKHI MADAD

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PROFESSIONAL SUMMARY

Organized and detail-oriented professional with over four years of progressive experience in administrative coordination, executive support, and operations within educational institutions. Direct experience supporting senior management at the University of Rawalpindi as a University Outreach Coordinator and Management Trainee Officer, with strengths in correspondence management, meeting coordination, records management, and follow-up on assigned tasks. Skilled in using MS Office and AI-powered productivity tools to maximize operational efficiency, meet deadlines, and maintain confidentiality while working closely with leadership.

CORE COMPETENCIES

- Administrative & Executive Support
- Meeting Coordination & Follow-Up
- Records & Correspondence Management
- Data Analysis & Reporting
- MS Office (Word, Excel, PowerPoint, Outlook)
- AI-Powered Productivity Tools

PROFESSIONAL EXPERIENCE

University Outreach Coordinator (Remote)

University of Rawalpindi, Pakistan | Sep 2024 – Dec 2024

- Provided high-level administrative and coordination support to senior management, fostering institutional partnerships and promoting outreach initiatives.
- Managed correspondence and follow-up communications, helping ensure smooth execution of outreach operations and timely task completion.

Management Trainee Officer

University of Rawalpindi, Pakistan | Jun 2024 – Sep 2024

- Built foundational skills in leadership, policy implementation, and operational efficiency while supporting management-level administrative functions.
- Assisted in coordinating tasks across departments, contributing to process improvements and operational efficiency.

Senior Teacher – Social Studies

Aga Khan Education Service Pakistan (AKESP), Sherqilla | Sep 2024 – Present

- Coordinate instructional planning and administrative record-keeping across morning and evening shifts for Grades 1–7.
- Conduct data-driven performance analysis using Excel dashboards; prepare formatted reports and records to institutional standards.

Teacher

Community High School and Inter College Sultanabad, Yasin | Sep 2023 – Apr 2024

- Taught Pakistan Studies to secondary-level students, applying structured lesson planning and record management.

Office Secretary

Aga Khan Youth and Sports Board, Chatorkhand | 2017 – 2018

- Provided administrative support and ensured smooth day-to-day operations for the board.
- Managed office correspondence, filing, and records to optimize efficiency and coordination.

ADDITIONAL LEADERSHIP & COMMUNITY EXPERIENCE

- President, PAIS Study Circle – Dept. of Politics and International Studies, KIU (2023)
- Champion, Sehat Mand Khandan Project – AKRSP Adolescent Friendly Center, Gilgit (2022–2023)
- English Club Head – Yasin Student Organization (2021–2022)

EDUCATION

BS in International Relations (16 years of education)

Karakoram International University | Sep 2019 – Aug 2023

CERTIFICATIONS & LANGUAGES

- Foundations of Project Management – Google Career Certificates (2023)
- Advanced English Grammar – Coursera
- PrISM (Personal, Intellectual, Social and Moral) Development Course
- IELTS UKVI – Band 6.5

Languages: English | Urdu | Khowar | Brushaski