

SHAHAB AHMAD

Operations & Administration Professional | 9+ Years of Experience

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PROFESSIONAL PROFILE

Operations and Administration professional with over nine years of experience managing campus operations, facilities, security, vendor coordination, and staff supervision across the education sector. Proven track record of improving administrative efficiency, ensuring regulatory and safety compliance, and leading non-teaching staff to deliver safe, well-organized, and productive environments. Seeking to leverage strategic planning, leadership, and operational expertise in a senior Operations or Administration role.

WORK EXPERIENCE

Administrative Officer — The City School, Islamabad

(Feb 2018 – Feb 2026)

- Oversaw office administrative procedures, evaluating and implementing improvements recommended by Quality Assurance.
- Designed and delivered training programs for administrative, domestic, and security staff.
- Managed security, housekeeping, and building maintenance functions across the campus.
- Directed daily office operations, including supply procurement, inventory control, and records management.
- Ensured full compliance with organizational policies, rules, and regulations governing administrative matters.
- Maintained accurate inventory records for all merchandise entering and exiting the warehouse.
- Scheduled and coordinated janitorial, maintenance, and domestic staff to ensure consistent campus upkeep.
- Organized campus facility usage for events, proactively avoiding scheduling conflicts.
- Tracked staff leave, sick days, and overtime using timesheets and HR software.
- Sourced supplier quotations and negotiated competitive pricing for office goods and services.

Investment Relationship Associate — Arif Habib Investment Ltd., Islamabad

(Mar 2016 – Aug 2016)

- Built long-term client relationships by developing tailored investment strategies aligned with financial goals.
- Advised clients on a range of investment products and services.
- Researched financial periodicals, stock and bond reports, and industry networks to identify investment opportunities.
- Executed buy and sell orders for stocks, bonds, mutual funds, and other securities for individual and institutional clients.
- Monitored client investment portfolios to ensure compliance with industry regulations.

Investment Associate — Al Meezan Investment Management, Islamabad

(Apr 2015 – Sep 2015)

- Processed account administration and investment transactions for assigned client portfolios.
- Coordinated preparation and analysis of investment documentation.
- Monitored investment activity and related deadlines to ensure timely action.
- Conducted stock exchange analysis to identify suitable investment opportunities for clients.

Invigilator — British Council, Islamabad

(Oct 2014 – Jun 2015)

- Monitored examination venue security in line with British Council requirements.
- Managed confidential examination materials in accordance with organizational policy.
- Ensured consistent delivery of high-quality examination services per Examinations Quality (EQ) standards.
- Supervised all phases of examination administration, including pre-exam setup, live proctoring, and post-exam procedures.

EDUCATION

Master of Business Administration (MBA)

(Sep 2011 – Sep 2013)

Shaheed Zulfikar Ali Bhutto Institute of Science & Technology (SZABIST), Islamabad

Bachelor of Business Administration (BBA)

(Sep 2006 – Sep 2010)

University of Peshawar, Peshawar

KEY SKILLS

- Operations & Facilities Management
- Administrative & Office Management
- Staff Supervision, Training & Performance Evaluation
- Health, Safety & Emergency Procedures
- Vendor Negotiation & Procurement
- Event Planning & Logistics Management
- Asset & Inventory Management
- Financial & Accounting Knowledge
- MS Office (Word, Excel, PowerPoint, Outlook)

LANGUAGES

Pashto (Native), English (Native), Urdu (Proficient – C1/C2)