



NOSHERWAN HADI

Admin Manager | Administrator
Security Management Professional

CONTACT

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Bhara Kahu,
Islamabad, Pakistan

CORE COMPETENCIES

- Administration Management
- Security Management
- Human Resource Management
- Office Operations
- Staff Supervision
- Procurement & Vendor Management
- Budget Planning & Control
- Training Coordination
- Event Management
- Facility Management
- Regulatory Compliance
- Financial Record Maintenance
- Policy Implementation
- Communication & Negotiation
- Strategic Planning
- Problem Solving
- Microsoft Office Suite

EDUCATION

- Masters in
Human Resource Management
Preston University, Kohat **2014**
- Bachelor of
Business Administration (BBA)
Preston University, Kohat **2012**
- Higher Secondary School
Certificate (F.Sc)
BISE Kohat **2007**
- Matriculation
BISE Kohat **2005**

LANGUAGES

- English
- Urdu
- Pashto
- Chitrali
- Hindko
- Punjabi

“Leadership is not about a title,
it is about making a difference.”
– Unknown

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PROFESSIONAL SUMMARY

Dedicated and highly organized Administrative and Security Management Professional with over 15 years of experience in administration, security operations, human resource management, staff supervision, budgeting, procurement, and organizational development. Proven ability to lead teams, improve operational efficiency, coordinate training programs, and maintain high professional standards. Strong leadership, communication, and problem-solving skills with a commitment to organizational growth and excellence.

WORK EXPERIENCE

Admin Manager | Qanmos Trainings, Islamabad

June 2025 – Present

- Manage daily administrative and operational functions.
- Coordinate training sessions, workshops, and corporate events.
- Supervise staff attendance, performance, and scheduling.
- Maintain company records and documentation.
- Handle procurement, inventory, and vendor coordination.
- Prepare administrative reports and operational summaries.
- Ensure smooth office operations and policy compliance.
- Liaise with clients, trainers, and external stakeholders.
- Support strategic planning and business growth initiatives.

Admin / Security Officer | PAF College Kohat

2022 – 2025

- Supervised security operations and safety compliance.
- Managed administrative and procurement activities.
- Coordinated with law enforcement and external agencies.
- Conducted security awareness training sessions.
- Maintained records and operational reports.
- Assisted management in policy implementation.

Admin Officer / Accountant | The Educators School, Islamabad

2016 – 2021

- Managed payroll and financial records.
- Coordinated school administrations and policies.
- Assisted in budget planning and forecasting.
- Maintained staff and student documentation.
- Organized school events and meetings.

WORK EXPERIENCE (CONTINUED)

Admin / Protocol Officer (Night Shift)

Pathfinder Group, Islamabad Airport

2014 – 2016

- Organized VIP protocol arrangements.
- Coordinated airport operations and logistics.
- Managed night-shift administrative functions.
- Maintained official records and reports.
- Liaised with airport authorities and stakeholders.

Administration Manager | Petrosen Pvt Ltd

2008 – 2013

- Managed overall administrative operations.
- Implemented company procedures and policies.
- Supervised recruitment and staff development.
- Coordinated procurement and vendor relations.
- Conducted performance evaluations.

PROFESSIONAL SKILLS

- Security Operations Management
- Human Resource Administration
- Staff Training & Development
- Financial Administration
- Budget Management
- Procurement Management
- Office Administration
- Event Planning
- Vendor Management
- Documentation & Reporting
- Leadership & Team Building
- Strategic Coordination

PERSONAL INTERESTS

- Traveling
- Sports & Fitness
- Reading Books
- Leadership Development
- Community Service

ACHIEVEMENTS

- ★ Appreciation Certificate
PAF College Kohat
- ★ Appreciation Certificate
Pathfinder Group
- ★ Successfully Managed Multiple
Corporate Training Programs
- ★ Recognized for Administrative
Excellence and Leadership

REFERENCES

References will be furnished
upon request.