**KHAWAR HUSSAIN**

**P.O.BOX:1274,**

**Jubail-31951, K.S.A**

**Mobile :( 00966) 502985332**

[**khawarhussain1969@gmail.com**](mailto:khawarhussain1969@gmail.com)

**Date of Birth: 04 June, 1969**

**OBJECTIVE:**

**A highly professional and self-motivated Administrator. Enthusiastic individual of working**

**with effective communication and interpersonal skill. Capable of working under pressure**

**Prioritizing work load as an individual or in a team environment.**

**Administrative Experience has been gained within industry for about 26 years.**

**EDUCATION**

* **MSc (Botany) - University of Agriculture Faisalabad- Pakistan (1994).**
* **Graduation -1989 ( Zoology, Botany & Geography)**

**University of the Punjab –Lahore**

* **Higher Secondary School Certificate ( HSSC)- Pre-Medical Subjects**

**Government College Sheikhupura. (1988)**

* **Secondary School Certificate ( SSC)- Science Subjects**

**Government High School Rasulpur Jattan – Distt. Sheikhupura (1985).**

**CAREER HISTORY :**

**17 Years experience as Administrative Manager of the school from January, 2004 till to date.**

**Total experience within education sector: 26 Years**

**11 years served as Chairman of the Interim Management Committee of the school from**

**September 2009 till Nov, 2021.**

**Responsibilities Include**

* **Making appointments / evaluation of school’s staff**
* **Looking after the day to day matters of the school.**
* **Making arrangement of the Annual Audit of the school through independent auditing companies.**
* **Budget Control & Looking after the school’s Financial Matters.**
* **Management of the property of the school as per set standards.**
* **Maintenance of Building and management of facilities.**
* **Dealing with Government Departments like Ministry of Education, Ministry of Labor and Civil Defense Department.**
* **Maintenance of School’s Transport system.**
* **Making contract with services providers.**
* **Adoption of proper purchasing procedure**
* **Looking after HR. Affairs**

**KEY SKILLS AND STRENGTH:**

* **Numerate analytical and computer literate.**
* **Organizing complex events and system of work.**
* **Successful record in completing projects/initiatives.**
* **Diffusing sensitive situations through tact and diplomacy.**
* **Ability to easily adapt to varying situation and quickly grasp new techniques.**
* **Good Speaker**
* **Excellent English Writing skill**

**REFERENCES:**

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| --- |
| * **Mr.Muhammad Shafiq Khawaja** |
| **Embassy of Brazil, Riyadh** |
| **Director Finance/ EX colleague** |
| **Mobile No. 966559903178** |
| **EMAIL ADDRESS:** [**shafiq.khawaja@itamaraty.gov.br**](mailto:shafiq.khawaja@itamaraty.gov.br) |
| * **Mr. Hussain Bib Ezzan Al- Magboul**   **Saudi Ministry of Education Dammam** |
| **Director of Foreign Education and International Programmes** |
| **Ph. No.966138280206**  **HMagboul@edueast.gov.sa** |
| **EMAI L ADDRESS:**  **Mr. Badar uddin Joyo**  **Environment Manager – Red SEA Company- Al Jubail**  **Member Administration of the School Management Council** |
| **Mobile No. 0592722577** |
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