

## Saad Bin Aamir

**Strong analytical, detail-oriented, efficient, and quick learner Administrator.**

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I have more than two years' experience at Placement Bureau. I am serving at **The University of Faisalabad (TUF)**, Faisalabad with the capacity of **Office Coordinator/ administrator; Placement Bureau** and now I want to pursue my career at more extensive level, where I can pursue career ambition by contributing to the existing pool of knowledge with more advanced and practical knowledge.

The years I studied have expanded my knowledge in multiple areas of innovation and management but the job experience by working on operational post in the organization has played a remarkable role in polishing my expertise of coordination.



Sincerely,  
Saad Bin Aamir.

### **Professional Experience**

- Oct 2021- Administrator / Coordinator Placement Bureau at **The University of Faisalabad (TUF), Faisalabad.**  
till date
- To support in coordinating and organizing (Industry Academia) stakeholders' meetings.
  - To coordinate planning and activities of partner organization.
  - To provide technical & administrative support on the process of implementation of policies.
  - To gather data from different companies regarding their vacant positions.
  - Prepare presentations, briefs, concept notes, talking points, meeting minutes, workshop reports, and letters.
  - To coordinate and liaison for meetings, workshops conducted with support of development partners and practice in planning and organizing relevant meetings, seminars and conferences.

### **Education**

2021

**Bachelors of Computer Sciences**  
**The University of Faisalabad, Faisalabad, Pakistan.**

### **IT Skills**

- MS Word and MS Office.

### **ADDITIONAL INFORMATION**

- Nationality: Pakistani, Date of Birth: 23<sup>rd</sup> Mar 1999.
- Interest in: Traveling, Table Tennis, History and Debating.

### **References**

<b><u>Name</u></b>	<b><u>Designation</u></b>	<b><u>Contact No.</u></b>	<b><u>Email</u></b>
Mr. Omer Farooq Qureshi	Manager Placement Bureau at TuF	03215721448	manager.placement@tuf.edu.pk
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