

SAFARUL HAQUE T

Administrator | Educational Leadership & Operations

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PROFESSIONAL SUMMARY

Experienced administrator with a strong background in educational leadership, staff management, and operational coordination. Proven ability to lead diverse teams, implement strategic improvements, and drive organizational efficiency. Seeking to leverage these skills in a dynamic corporate environment, with particular interest in administration, human resources, and organizational development.

WORK EXPERIENCE

Administrator | Kenz Advanced International School, Rabigh, Saudi Arabia **2025 – Present**

- ▶ Lead administrative operations and human resource coordination within a multicultural educational environment.
- ▶ Plan and supervise training sessions for staff to enhance soft skills, time management, and digital literacy.
- ▶ Facilitate communication between departments and ensure smooth execution of academic and administrative objectives.
- ▶ Support policy implementation, performance evaluations, and professional development initiatives.

Managing Director, Operations & Strategy | Pace Akademi **2019 – 2025**

- ▶ Managed overall operations of the organization, ensuring efficiency, service quality, and stakeholder satisfaction across all departments.
- ▶ Developed and executed strategic plans to expand service offerings, including training programs, partnerships, and client-oriented initiatives.
- ▶ Oversaw end-to-end program management, including planning, execution, and monitoring of multiple service streams for varied age groups and client needs.
- ▶ Led recruitment, onboarding, and continuous training of staff to build high-performing, goal-oriented teams.
- ▶ Spearheaded the adoption of digital tools and platforms to streamline operations, enhance service delivery, and support hybrid working models.
- ▶ Fostered effective communication and collaboration across teams, clients, and management to maintain a productive and responsive work environment.
- ▶ Ensured compliance with internal policies and industry standards, while driving continuous improvement through feedback and performance metrics.

Guest Lecturer | Aligarh Muslim University **14/10/2016 – 31/05/2017**

Assistant Professor (Adhoc) | Aligarh Muslim University **01/09/2016 – 30/09/2016**

Assistant Professor | Aligarh Muslim University **01/09/2017 – 2019**

- ▶ Served as Course In Charge for the 2017–18 academic session.

Promoter | Kerala Institute of Languages **09/01/2014 – 09/01/2016**

EDUCATION

Doctor of Philosophy | Kannur University, Kerala **Ongoing**

Master of Arts in Psychology | Indira Gandhi National Open University **Presently Pursuing**

Master of Arts | Aligarh Muslim University, Uttar Pradesh **2015**

Bachelor of Arts in English | Kannur University **2012**

Higher Secondary Education (Science) | GHSS Sreekandapuram, Govt. of Kerala **2008**

National Eligibility Test | University Grants Commission **2015**

National Eligibility Test | University Grants Commission **2014**

CERTIFICATIONS

Make Agentic AI Work for You | IBM SkillsBuild

Professional Certification in Business Analytics (Ongoing) | 10-month programme, 415 hours

- ▶ Building proficiency in Python, SQL, statistics, and data visualisation.
- ▶ Learning data mining, forecasting, regression, and ML/AI application development.
- ▶ Exposure to cloud computing and domain-specific analytics (Finance, Marketing, HR, Social Media).

SKILLS

Core Competencies: Team Leadership & Supervision, Project & Operations Management, Data Analysis & Reporting, Cross-functional Communication, HR & Recruitment Support, Process Optimization, Conflict Resolution, Training & Staff Development, ERP/CRM Software

Technical Skills: Python, SQL, Microsoft Excel (Advanced), Power BI, Tableau, Google Analytics, Jupyter Notebook, Git & GitHub, Google Sheets & Google Workspace, Cloud Platforms (AWS/Azure/Google Cloud - Basic), R (Basic)

Software: MS Excel, Word, PowerPoint, Google Workspace, Adobe Photoshop, InDesign, Premiere Pro, Canva, MS Teams, Zoom, Google Meet, Slack, Google Forms, Microsoft Forms, Trello, Notion

Languages: English, Arabic, Malayalam, Hindi, Tamil

ADDITIONAL INFORMATION

Nationality: Indian | Date of Birth: 20 August 1990 | Marital Status: Married