



SAFARUL HAQUE T

PERSONAL STATEMENT

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. Now seeking to leverage these skills in a dynamic corporate environment, with particular interest in administration, human resources, and organizational development.

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📍 Opp. Abeer Hospital ,
Aziziya , Jeddah , Saudi
Arabia.

DOB : 20 – August – 1990

IQAMA : 2610015451

IQAMA IS TRANSFERABLE

PERSONAL DETAILS

Father: Basheer T

Mother: Rasiya NP

Religion: Islam

Nationality : Indian

Age: 34 Sex: Male

Marital Status: Married

Address: THANKAYATHIL

HOUSE C.HNAGAR,

SREEKANDAPURAM(P.O)

KANNUR, KERALA-670631

EDUCATION

DOCTOR OF PHILOSOPHY

KANNUR UNIVERSITY, KERALA

ONGOING

NATIONAL ELIGIBILITY TEST

UNIVERSITY GRANTS COMMISSION

2015

NATIONAL ELIGIBILITY TEST

UNIVERSITY GRANTS COMMISSION

2014

MASTER OF ARTS IN PSYCHOLOGY

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

PRESENTLY PURSUING

MASTER OF ARTS

ALIGARH MUSLIM UNIVERSITY, UTTAR PRADESHI

2015

BACHELOR OF ARTS IN ENGLISH

KANNUR UNIVERSITY

2012

HIGHER SECONDARY EDUCATION IN SCIENCE

GHSS SREEKANDAPURAM, GOVT OF KERALA

2008

ACADEMIC EXPERIENCE

ASSISTANT PROFESSOR
ALIGARH MUSLIM UNIVERSITY

01/09/2017 – 2019

COURSE IN CHARGE
ALIGARH MUSLIM UNIVERSITY

2017-18 Acad.Session

ANALOG SKILLS

- 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 (if applicable)

SOFTWARE SKILLS

- Office Tools: MS Excel, Word, PowerPoint, Google Workspace
- Design Tools: Adobe Photoshop, InDesign, Premiere Pro, Canva
- Collaboration: MS Teams, Zoom, Google Meet, Slack
- Surveys & Forms: Google Forms, Microsoft Forms
- Basic Project Tools: Trello, Notion

ACADEMIC EXPERIENCE

GUEST LECTURER ALIGARH MUSLIM UNIVERSITY	14/10/2016 - 31/05/2017
ASSISTANT PROFESSOR(ADHOC) ALIGARH MUSLIM UNIVERSITY	01/09/2016 - 30/09/2016
PROMOTOR KERALA INSTITUTE OF LANGUAGES	09/01/2014 - 09/01/2016

ADMINISTRATIVE 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 the 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.
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ADVANCED TECHNICAL SKILLS

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



HOBBIES



LANGUAGE

- English
- Arabic
- Malayalam
- Hindi
- Tamil

- 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.

Professional Certification (Ongoing)-Business Analytics

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)

DECLARATION

I hereby declare that the information as mentioned above is true and correct to the best of my knowledge and belief.

06/12/2025

SAFARUL HAQUE T