



BAKHT NAWAZ

ADMINISTRATIVE & OPERATIONS MANAGER

CONTACT

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- Doha, Qatar
- www.linkedin.com/in/bnsafi

EDUCATION

MBA

Virtual University of Pakistan | 2012

B.Sc.

University of Peshawar | 1998

CERTIFICATIONS

- Office Automation - PLDC (2013-2014)
- Corel Draw - PLDC (2013-2014)
- QuickBooks - PLDC (2013-2014)
- Peachtree - PLDC (2013-2014)

KEY SKILLS

- Operations & Team Management
- Administrative & Office Management
- Leadership & Supervision
- Business Coordination
- Reporting & Documentation
- Vendor & Stakeholder Management
- Problem Solving & Decision Making
- Communication & Interpersonal Skills

LANGUAGES

- English (Fluent)
- Urdu (Fluent)

NATIONALITY

Pakistani

PROFESSIONAL SUMMARY

Dedicated Administration & Operations Professional with extensive experience in managing office administration, staff coordination, reporting, compliance, and organizational support functions. Proven track record of optimizing workflows, maintaining structured administrative systems, and supporting leadership in achieving operational goals. Adept at communication, multitasking, and delivering efficient administrative solutions in fast-paced environments.

PROFESSIONAL EXPERIENCE

ZAFA Group of Companies

2015- 2025

Manager

- Led day-to-day operational and managerial activities to support organizational objectives.
- Supervised teams, delegated responsibilities, and ensured performance targets were met.
- Coordinated with distributors, vendors, and internal departments to ensure smooth business operations.
- Monitored operational performance and implemented improvements for efficiency and cost control.
- Maintained accurate reporting, documentation, and compliance with company policies.
- Supported strategic planning and decision-making processes.

The Supporters Group LLC, UAE

2014 - 2015

Administrative Officer

- Provided administrative and operational support to management.
- Maintained records, reports, and client documentation.
- Coordinated internal communication and workflow between departments.
- Assisted in planning, scheduling, and office organization activities.
- Acted as a liaison between clients and internal teams to facilitate operations.

REFERENCE

Mr Asif Minhaj Malik Director
zafa.asifm@gmail.com

QID: 27758606056