

GHULAM MOHIUDDIN KHAN

Administrative Assistant Manager

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SUMMARY

Experienced administrative professional with over 20 years in the healthcare and telecom sectors. Expert in operations coordination, HR support, compliance, and team leadership. Proven success in optimizing workflows and managing multi-site units efficiently.

WORK EXPERIENCE

Assistant Manager/Coordinator, Administration

The Aga Khan University Hospital

Oct 2008 – Present

- Directed administrative operations for 85+ outreach labs across Pakistan.
- Managed 100+ personnel, hiring processes, HR documentation, and training initiatives.
- Played a key role in preparing departments for JCIA and ISO audits and compliance.
- Streamlined inventory and procurement systems, improving operational efficiency.
- Coordinated interdepartmentally with HR, Finance, Supply Chain, and Facilities.
- Spearheaded logistics for new lab launches and managed service continuity.

Administrative & Sales Operations (Telecom Sector)

Tele Call Payphones / World Call / Tele Card

1993 – 2005

- **Tele Call Payphones:** Supervised city-wide hiring, logistics, and vendor management. Liaised with regulatory bodies and telecom authorities for compliance.
- **World Call Communications:** Handled prepaid card sales, shift rosters, and inventory control at Jinnah International Airport. Managed daily operations and team schedules.
- **Tele Card Ltd.:** Coordinated administrative functions for nationwide field teams, managed reporting systems, and supported marketing logistics.

EDUCATION

M.A. in International Relations

University of Sindh

2011

CERTIFICATIONS

- JCIA Audits Recognition — AKUH.
- ISO 9001:2008 Training
- CAP (College of American Pathologists)
- Supervision & Communication Skills Workshops

KEY SKILLS

- Administrative Operations
- JCIA/ISO Compliance.
- Organizational and time management skills.
- Corporate communications.
- Problem solving.
- Customer service.
- Attention to detail.
- Staff Supervision & Evaluation.
- Office Suite software.

LANGUAGES

- Urdu
- English
- Sindhi