






GHULAM SARWAR KHAN

Strategic Executive Secretary | Trade Chamber Liaison AI-Powered Transcription & Documentation

Experienced Executive Secretary with 8+ years in trade chamber administration, Urdu-English transcription, and AI-driven documentation. Skilled in stakeholder coordination, policy support, and meeting minute preparation. Currently expanding into Generative AI and digital consulting.

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EDUCATION

Bachelor of Business Administration (Hons.) – Finance
Dadabhoj Institute of Higher Education, Karachi
2006 – 2010 | CGPA: 2.98 (Dean's Award).
Intermediate in Commerce and Metric in Science

SKILLS

- Organising, planning and problem solving for Management
- Resolution of meeting Transcription & Translation
- Generative AI Applications
- SWOT Analysis & Strategic Planning with stakeholders
- Business Administration & Liaison
- Microsoft Office, React.Js /Next.Js, Python and Agentic AI.

LANGUAGE

- Urdu
- English

EXPERIENCE

Deputy Secretary

2022 - 2025

Karachi Chamber of Commerce & Industry (KCCI)

overall management of specialized committees, arranged sequence of meeting for resolutions and made accurate meeting minutes for multiple subcommittees including Maritime Affairs, Imports, Quarantine Certification, and Housing & Real Estate.

- Translated and transcribed voice recordings from Urdu to English.
- Conducted SWOT analyses and supported trade-related research.
- Liaised with public and private sector organizations.
- Working in election process of trade bodies.
- Planning and development with Office bearers and secretariate

Freelance Consultant

2021 – 2022

Self driven | Remote | Project-Based

- Provided transcription, translation, and strategic advisory services.
- Supported startups and chambers in research, business documentation and policy work.

Assistant Manager

2011- 2016

Federation of Pakistan Chambers of Commerce & Industry (FPCCI)

- Organised meetings for international bilateral business councils to foster Pakistan's trade from the Apex Platform.
- Coordinated international delegations and protocol arrangements.
- Assisted Secretary General in organizing trade exhibitions and official events.

REFERENCES

Will be Provided