

Usman Farooq

E-mail usman.wpr@gmail.com

Cell +92-345-5955668

House no 816, street no8, seham, Peshawar road, Rawalpindi.



Profile

Results-oriented and proactive professional with over 6 years of experience. I want to excel in administrative support, office management, and departmental coordination. Adept at enhancing operational efficiency and fostering effective communication within academic settings.

Experience

Department Secretary/Coordinator

*Jan 2018 to present, **SEecs-National University of Science & Technology, Islamabad***

- ☐ Streamlined daily administrative operations, ensuring efficiency and effectiveness within the department.
- ☐ Coordinated and scheduled meetings, appointments, and events, maintaining an organized and up-to-date calendar.
- ☐ Facilitated communication between internal and external stakeholders, acting as a primary point of contact.
- ☐ Prepared and maintained accurate records, reports, and documentation for departmental activities and projects.
- ☐ Assisted in the preparation and submission of various academic and administrative reports, ensuring accuracy and timeliness.
- ☐ Supported faculty and students with administrative tasks, including course registrations, examinations, and correspondence.
- ☐ Handled sensitive and confidential information with utmost discretion and professionalism.
- ☐ Contributed to the improvement of departmental processes and procedures, implementing best practices to enhance operational efficiency.
- ☐ Assisting in Faculty Recruitment, Contract renewal, Annual appraisal reports
- ☐ PEC accreditation visits management and coordination
- ☐ Perform data collection, analysis and reporting to HOD for decision making purposes
- ☐ Negotiating with vendors for supplies requirement
- ☐ Work on Online office management system, HRMIS, QALAM (CMS software)

Education

- ☐ **MS Management Sciences (HRM) - Riphah International University CGPA 3.55**

Publication

- ☐ Farooq,U., Abdul, Q., "Impact of Perception of Organizational Politics and Abusive Supervision on Job Crafting With the Moderating Role of Employee Assertiveness" 7th International Applied Business and Research Conference (7th IABRC), October 12&13, 2022, Islamabad, Pakistan

Trainings and Certifications

- ☐ Office Automation (Microsoft office)

- ☐ **Project Management (Initiating & Planning Projects-Coursera)**
- ☐ **Project Management (Managing Projects Risks & Changing-Coursera)**
- ☐ Agile HR Master class Training from Prudential Solutions (Private) Limited (2023)
- ☐ Talent Acquisition Practices from ALISON (2022)
- ☐ Master HRM from Udemy (2022)
- ☐ Preparing to Manage Human Resources - University of Minnesota (2020)
- ☐ CISCO IT Essentials Software & Hardware *Cisco online Academy*
- ☐ Microsoft Certified Professional *Server Administrator*

Skills

- ☐ Administrative Support: Expertise in managing office operations, scheduling, and maintaining records.
- ☐ Communication: Strong verbal and written communication skills, effective in liaising with diverse stakeholders.
- ☐ Organizational: Exceptional organizational abilities, adept at multitasking and prioritizing tasks efficiently.
- ☐ Problem-Solving: Proven problem-solving skills with the ability to handle complex administrative issues.
- ☐ Detail oriented :
- ☐ Technological Proficiency: Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and other office management software.
- ☐ Windows/Linux operating systems, computer networking, troubleshooting, IT equipment installation & operating

Workshops & Seminars

- ☐ Emotional Intelligence at Workplace – Professional Development Council - NUST
- ☐ Stress Management & Time Management - Professional Development Council - NUST
- ☐ Decision Making and Problem Solving -- Professional Development Council - NUST

Hobbies

- ☐ Traveling
- ☐ Cricket
- ☐ Futsal

References

To be furnished on request