

Muhammad Umer Hashmi

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Core Strengths		ACADEMICS MANAGEMENT		
Academics, Meetings & Coordination Registrar Office Affairs/ Admissions/ HR, Project Management Unit Planning and managing ICT educational resources Education 2020 – M.Phil (Development Studies), Pakistan Institute of Development Economics (PIDE), Islamabad, Pakistan 2015 – PGD Commonwealth Youth Program		An Individual having a graduate degree in Development Studies, turned seasoned Academic and Executive Management Professional having rich and professional experience of more than 12 years, in Public / Private Sector Higher Education, and now seeking Mid to Senior Level position / challenges for career growth. PROFILE HIGHLIGHTS Administrative Experience: - Since, Nov 2022 working as Deputy Registrar, Mohi-ud-Din Islamic University, Nerian Sharif, Azad Jammu & Kashmir [Mar 2022 – Oct 2022] Asst Registrar Center of Excellence in Advanced Studies (CAS), Islamabad [Feb 2020 – Oct 2021] Asst Registrar MY University, Islamabad. [May 2017 – Jan 2020] as Supdt Registrar office National Defence University, Islamabad. [Dec 2013 – Apr 2017] CIPS, National University of Science and Technology (NUST), Islamabad; assisted in delivery of Academic Programs like MS/ PhD (Peace and Conflict Studies) [Apr 2012 – Nov 2013] Foundation University, Islamabad Campus, Islamabad as Office Assistant Exams Branch		
Achievements/Acknowledgements		HR SKILLS		
3x Senate & 4x BOG Meetings 5x Academic Council Meetings 1x Online Academic Council Meeting and Complete Statutory Setup at MY University, Islamabad - Worked on 28 National / International MOUs / ACAs - Assisted in Etsb ORIC, Admin, various Admin Dept, IPE & Accreditation Visit of HEC 2021 at MY University, Islamabad - Settled 7 Legal Cases at NDU & MY University, Admission SOPs, HR Manual 6 cases of Ombudsman		Leadership coaching and counselling	Employee Grievance and Conflict Proceedings	Project Management
Training, Seminars and Research Attended over 18 x Seminars / Workshop as organizer 12 x Research		Employee Training and Development	Change Management Design and Implementation	Business Process Improvements
		Talent Acquisition and Retention	Mediation and Problem Solving	High Impact presentation
		HRMS Administration and Report Generation	Labour Law and Regulation Compliance	Proficient in MS Office Suite
Areas of Interest				
- Academics, Administration, - Coordination & Collaboration - HR, Statutory Body Meetings - Outcome Base Education (OBE) - Registrar Office affairs - Rules and Regulations - Statutes - Taking Initiatives for Innovation & efficiency		Father's Name: Sana Ullah Hashmi Married, 4 Kids Nationality: Pakistani CNIC No.: 34603-3830780-1 Languages: English, Urdu, and Punjabi		

Professional Experience

Currently working as Deputy Registrar Mohi-ud-Din Islamic University, Nerian Sharif, A J & K

- Overall campus administration for handling day-to-day administrative matters of the university.
- Liaison with local government officials and LEAs etc.
- Since, the campus is in remote area, represented and assisted in planning, organizing and managing all the activities related to the registrar's office. Heading Student Support and Registration Office (SS&RO) under the ambit of Registrar office.
- Ensuring compliance with policies, procedures, and required legislation.
- Dealing with students' registration/records policy questions.
- Organize and administer the records, registration, graduation functions and any events or a function that is not limited to convocation ceremony.
- Liaison with all accreditation councils and organize all statutory bodies' meeting.
- Implementation of academic calendars in consultation with Dir Acad.
- Liaison with all faculties and departments and Examinations, ORIC, QEC etc.
- Issue all general notifications /correspondence with all stakeholders.
- Develop and administer the departmental budget.
- Supervising a team of 1x Asst Registrar, HR, 6x Faculty coordinators, 1x office assistant & admin staff of 50.
- Any other assignment given by Chancellor, VC and Registrar.

Mar 2022 to Oct 2022, Assistant Registrar Centre of Excellence in Advanced Studies (CAS), Islamabad

- Administration, Compliance, HR
- Having experience in working with NAVTTC and TEVTA for establishing institutes of technical and vocational nature.
- Prepared cases for affiliation and accreditation of NAVTTC and University of Gujrat

Feb 2020 to Nov 2021, Assistant Registrar MY University, Islamabad

- Organized and conducted 10x selection boards for hiring of faculty and administrative staff.
- Overall in-charge of HR operations; assisted by HR officer
- Assisted the Registrar in liaison with HEC & PEC regarding Accreditation visit, IPE, UPR; assisted by Registration, academics and student affairs officer.
- Academic rules, regulations, statutes and other allied matters.
- Liaison with HEC regarding case submission of new graduate programs.
- Coordinated and assisted the Registrar in organizing meetings of all statutory bodies, Board of Governors (BOG), Academic Council (ACM), Board of Advanced Studies and Research (BASR).
- Taking minutes of all the above meetings and prepared briefing notes.
- Concept notes of programs and curriculums.
- Register of registered graduates.
- University Focal Person for PQR at HEC.
- Preparation of Academic Calendars.
- To oversee the Registration process
- Coordinated with Deans, HODs, Student Affairs, Registration, Academic Affairs, HR and Finance.
- Organizing of various university functions like convocations, seminars etc.
- Developed and managed budget for Registrar office.
- General notifications/ correspondence with students/ parents and HEC, PEC and public and private offices.
- Any other assignment tasked by the VC and Registrar.

May 2017 to 31 Jan 2020 May 2017 to 31 Jan 2020 Superintendent Registrar Office, NDU Islamabad

- Implementation of policies across teaching and administrative departments.
- Preparation and presentation of academic policies and SOPs.
- Handling academic programs of Military Institutions (Army, Navy, Air Force)
- Handling academic degree registration of International Military Officers (42 Countries).
- Handling and managing student admission and registration matters.
- Coordination for NDU Senate Meetings (President of Pakistan, CJCS, Svc Chiefs, and VVIPs).

- Coordination with the vendors for the University advertisements and campaigns.
- Preparation and maintenance of students' MIS.
- Preparation and maintenance of Register of Registered Graduates.
- Coordinating with Higher Education Commission and other Govt. Agencies.
- Noting of Minutes of Board meetings (ACM, Evaluation Committee Meeting etc).
- Managed a team of 8.
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Dec 2013 to Apr 2017, Centre for International Peace and Stability, CIPS/(NUST), Islamabad

- Administration and Coordination for the smooth functioning of the Centre.
- Assistance in delivery of Academic programs-(MS & PhD in Peace and Conflict Studies)
- Assisted in peacekeeping training courses by UN-DPKO for Pre-Deployment Courses for UN Peacekeeping Missions abroad.

Apr 2012 to Dec 2013 Office Asst: Exams Branch Foundation University, Islamabad

- Preparing of final result and sending grade cards to students
- Bringing into notice of the Dy Controller of Examinations all cases of infringement of exam rules
- Maintaining overall record of examinations of the students of FUI
- Performing duties pertaining to secrecy

Short Courses

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| ▪ M&E Fundamentals <i>online</i> (USAID-M&E Learning Centre), NC (USA) | Nov 2015 |
| ▪ Data Demand & Use <i>online</i> (USAID-M&E Learning Centre), NC (USA) | Dec 2015 |
| ▪ Youth & Reproductive Health, CYP (AIOU) | Apr 2015 |
| ▪ Effective Presentations/ Personality Development CYP (AIOU) | Sep 2014 |
| ▪ SPSS (v22) Inferential Statistics, Institute of Space Technology, Isb | Sep 2014 |
| ▪ Disaster Risk Management CYP (AIOU) | Apr 2014 |

Conferences Supervised/Assisted/Coordinated in organizing the events at MIU

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| ▪ Orientations, Farewells, Seminars, Conferences, Workshops | Fall 2022 to date |
| ▪ 3 rd International Conference on Emerging Trends in Social Sciences 2024 | 28-29 Sep-2024 |
| ▪ Challenging the Change, Cooling our Planet's Future, MIU | 14 Sep 2024 |
| ▪ University Convocation 2022, 2023 (August 2023) and Dars e Nizami Convocation | 03 Oct 2024 |

Computer Skills

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| ▪ Trg for Supdt – NUST, Islamabad | 2015 |
| ▪ Office Automation – MS Office (Word, Excel, Powerpoint) | |
| ▪ Databases: SQL, Oracle 11g/10g, MS Access | |
| ▪ Statistics: SPSS Inferential Statistics v 21/ AMOS | |
| ▪ Diploma in Computers Applications, Abacus Computer Training Centre | |

Referees:

Professor Aman Ullah Khan Pro Vice Chancellor (Academics) Mohi-ud-Din Islamic University, Nerian Sharif, AJ&K deanaman@yahoo.com	Dr Syed Tahir Hijazi Ex-Vice Chancellor My University, Islamabad hijazisyed@yahoo.com
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