

SYED AHSAN SHAH

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Address: Abdara Road Peshawar Cantt

EDUCATION

BS (Hons) Geology, Bacha Khan University Charsadda, BKUC 2013-2017

EXPERIENCE

The Superior Group (TSG)-Senior Campus Coordinator 2021-Present

- Launched new Educational Setup in a new province, Managed all the regularity authorities, all the legalities in forming a new degree awarding educational institute.
- Orchestrated seamless human resource management and oversaw day-to-day operations and administration of the institute, showcasing a blend of strategic foresight and hands-on leadership to ensure optimal functionality and productivity.
- Drove the process of Performance Evaluation for both Administration and Lower staff, implementing innovative methodologies that fostered a culture of continuous improvement and accountability, thus elevating overall organizational performance.
- Official drafting and Representative of the institute, illustrating multifaceted expertise in coordinating diverse teams and leveraging collaborative synergies to achieve overarching objectives with finesse and efficiency.

Punjab Group of Colleges (PGC) -Manager HR 2017-2021

- Established and maintained robust employee relations programs, fostering a culture of trust, open communication, and mutual respect, thereby minimizing conflicts and promoting a positive work environment conducive to productivity and innovation.
- Developed and implemented comprehensive training and development programs tailored to the needs of individual employees and aligned with organizational goals, resulting in enhanced skill development, career advancement opportunities, and increased employee satisfaction and loyalty.
- Played a key role in performance management processes, facilitating regular performance evaluations, providing constructive feedback and coaching to employees, and implementing merit-based reward systems to recognize and incentivize high performance and achievement.

Dr. AQ Khan Educational System- Public Relations Officer 2016-2017

- Managing Regularity Authorities and other Government Institutions (BISEP, IBCC, PSRA, HERA) resulting in a high end profit and stability to the educational institute.
- As a Public Relations Officer, I adeptly craft compelling narratives and cultivate a positive public image for the organization, demonstrating my exceptional communication skills, creativity, and ability to thrive under pressure.
- Fostering the personal and academic growth of students by acting as a Student Counselor.
- Representative of the Institute in different seminars and events and made the social image of the institute that benefited the institute in multiple ways.

EXTRACURRICULAR

- **Games:** Participated in College level Hockey Tournaments.
- **Student Council:** A passionate and Dominant member of the Council exercising student's affairs and activities.
- **Departmental Activities:** Hosted and arranged Tournaments and Welcome/Farewell Parties.

ADDITIONAL SKILLS

Computer Skills • MS Office • Lotus Notes Email & Lotus Spread Sheet • Microsoft Outlook

Analytic Skills • Critical Thinking • Leadership s • Problem Solving • Creativity • Research • Communication • Analysis

Language •English • Urdu • Punjabi •Pashto