+92 342 3353 294

waxeemawan@gmail.com

CB-173 New Abadi Shahpur Near HIT Gate No. 6 Museum Road, Taxila Cantt. Rawalpindi, Punjab

PROFILE

- I am an adaptable and dedicated individual with hands-on experience in administrative roles, and academic support
- My background encompasses facilitating smooth operations in diverse sectors, and handling key responsibilities like document verification, financial reconciliation, and event support
- Additionally, I have a passion for teaching and enjoy sharing knowledge, particularly in areas related to management and coordination. I thrive in roles that require multitasking, problem-solving, and fostering productive communication among teams

SKILLS

- Microsoft Office ●●●○○
- EndNote ●●●○○
- Presentation ●●●●○
- Communication ●●●●○
- Planning ●●●○○

LANGUAGES

- English ●●●○○
- Urdu ●●●●○
- Punjabi ●●●●○

MUHAMMAD WASEEM SHAHBAZ

EDUCATION

MS-MANAGEMENT SCIENCES (GOLD MEDALIST) | (2024)
Majors: Marketing — 4.00/4.00
University of Wah

BACHELOR OF BUSINESS ADMINISTRATION (GOLD MEDALIST) | (2019)
Majors: Marketing — 3.80/4.00
University of Wah

INTERMEDIATE – ICS | (2015)
Federal Board of Intermediate and Secondary Education — 2nd Division
F.G Science Degree College for Men, Wah Cantt

MATRICULATION – SCIENCE GENERAL | (2013)
Federal Board of Intermediate and Secondary Education — 1st Division
F.G Boys High School, Madrassa Road, Quetta Cantt

EXPERIENCE

Graduate Assistant (UNIVERSITY OF WAH) | (Nov-22 to Aug-24)

Subjects Taught as Teaching Assistant

- Advertising
- Principles of Marketing
- Principles of Management
- Human Resource Management

DUTIES PERFORMED

- Provided comprehensive ***support for graduate programs***, assisting with file management, entry test administration, and candidate communication for MS, MBA, and PhD programs
- Coordinated document verification, prepared admission results, and organized key academic meetings such as GEC, BoS, BoF, and BASR
- Supported midterm and final exam processes, including invigilation and student monitoring. Offered targeted ***academic support to students*** underperforming in midterms, conducting personalized review sessions
- Acted as an ***admission representative***, managed student registrations, coordinated class logistics, and contributed to promotional campaigns
- Conducted market research to inform outreach strategies and provided general administrative support during university events and evaluations

CITY ACCOUNTANT, TAXILA (DAWAT-E-ISAMI TRUST) | (Feb 22- Nov 22)

Finance Department, DIT Taxila

DUTIES PERFORMED

- Served as a ***liaison between employees and donors at the Taxila city level*** and the division head office in Islamabad, ensuring clear communication and efficient coordination
- Managed daily ***donation collections*** using an online application, reconciling transaction records and facilitating fund deposits
- ***Verified and processed payment request forms*** for construction projects, ensuring proper documentation before forwarding for fund disbursement
- ***Oversaw the issuance of cheques*** for project payments, tracked expenses, and ensured the correct allocation of donations into specific funds
- Managed ***utility bill payments and employee travel reimbursements***, as well as ***facilitated salary transfers*** for employees in Taxila city
- Assigned unique IDs to new representatives for donation collection and ***provided operational support*** during peak periods at the Wah Cantt office

INTERNSHIPS

Optima Real Estate | (3 Months)
Wah Industries Limited | (6 Weeks)

ACHIEVEMENTS & AWARDS

- **GOLD MEDALIST** **2024**
  Stood **first in the MS Management Sciences** in Session 2022-2024
- **Graduate Assistantship** **2022-2024**
  Awarded Graduate Assistantship during the MS Degree Program for 2 years
- **GOLD MEDALIST** **2019**
  Stood **first in the BBA (Hons)** in Session 2015-2019
- **Secretary (Professional Society Management Sciences)** **2018**
- **Merit Based Scholarship** **2015-2019**
  Awarded **Merit-Based Scholarship** in each semester examination throughout the BBA Degree Program
- **Dean's Roll of Honor (MS)** **2023-2024**

REFERENCES

DR. MUSHTAQ AHMED
Dean Faculty of Social Sciences
Professor
University of Wah
(051) 9157724
mushtaq.ahmad@uow.edu.pk

DR. NASIR MEHMOOD
Chairperson Department of Management Sciences
Associate Professor
University of Wah
(051) 9157741
Nasir.mehmood@uow.edu.pk