

Noor Ul Ain

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TO WHOM IT MAY
CONCERN

Dear Management

I am applying for any relevant position at your esteemed organization. I am working with the Roots Millennium Universal College as a Lead Coordinator for their international degree program affiliated with the University of Creative Arts UK. My Job role revolves around project coordination, Documentation Management and correspondence with the nationwide team, Student and faculty support services, Student counseling for industrial placements, External Exam board management, Program Documentation management, including administrative tasks, workshops management, Program Alumni Engagement, Events (Global Entrepreneurship week) management, Course Monitoring and evaluation management, Supervising Mock interviews for student placements, industrial engagements for job fairs, Development of MPMR monthly departmental reports, Coordination with the quality assurance department, with effective communication.

I have an effective writing skill set with tasks and Operations follow-ups. Currently working at the Millenium Universal College as a Program Coordinator for the degree program of the University of Creative Arts UK and managing teams nationwide with student facilitation, Program operations, Program Assessments, Program Evaluations, Effective external partner negotiation, and Exam board management. with strong documentation, inter-departmental effective coordination, Making monthly evaluation reports, writing of weekly departmental reports, with effective communication and regular deadline follow-ups,

My interpersonal skills revolve around

- ☐ Effective Communication and problem-solving mindset
- ☐ Effective time management, deadline follow-up, and responsibility
- ☐ A Teamwork believer, Conflict resolver, and patient listener.
- ☐ Adaptability and critical thinking.

Please find my detailed resume attached which will tell you about my training and experience in detail.

Yours Sincerely

Noor Ul Ain Khawaja

OBJECTIVE

Determined to perform my best in accomplishing my goals effectively and anxious to put my creativity and passion to work with complete responsibility, integrity, and ethics resulting in the significant growth of the project and organization.

TECHNICAL PROFICIENCY

Project Communication Planning	Data collection and Recordkeeping
Research and Report Writing,	Effective Communication
Proposal development	(inter-department – externally)
Planning, Scheduling, and Organizing	Tasks & operational handling
Project Planning and Coordination	Scheduling, Planning, and Organizing
Critical Problem Solving	Effective business Correspondence
Reports, Conferences, seminars Management	Client Relationship management
Contemporary Media Handling	Team Support Services and coordination
Student facilitation	administrative writing and reporting
Capacity building and Community	Calls and Queries handling
engagements.	Writing, Editing, and Proofreading
MS Office – MS Excel, PowerPoint, MS Word.	Capacity Building for Students
Student Counseling	Student Mentorship Program
Student Career Placement	Handling
Career Fair Management	

Experience

- Worked as an artist on a cancer awareness Project with the Hubullah Welfare Society
- Worked as a trainer under the educational project with Care Foundation Lahore Pakistan.
- Worked as a Teaching Assistant at the National College of Arts during the foundation year.
- Working with IDEAS Foundation for community engagement for the benefit of Orphans.
- Working as a Program Coordinator at The Millennium Universal College Islamabad. 2021 till yet.

Academic Qualification

- Bs Honors in Design from National Textile University Faisalabad 2009-2013.
- Post Graduate Diploma from National College of Arts Lahore 2015.
- MPhil (course work) in Cultural Studies from National College of Arts Lahore 2018-2019

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Contact

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Email:

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Languages

English - fluent

Urdu – fluent

Awards / Certificates

- Scholarship of the Year Award National College of Arts(MPhil cultural studies) 2018-2019
- Certificate of Appreciation from Hubullah welfare society for cancer awareness project 2017.

REFERENCES

- ☐ Miss Shaila Bhatti, Professor of the National College of Arts.
- ☐ Mr. Muhammad Umair Program Lead Care Foundation Lahore
- ☐ Dr Sarina Shehrazai (Head of the Business Department the Roots Millennium Universal College)
- ☐ Miss Farida Batool Head of the Department (The National College of Arts Lahore)
- ☐ DR Ehsaan Hubullah Welfare Society