



HANNAN RASHID

ASSISTANT DIRECTOR

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EDUCATION

2013 - 2015

NUML, ISLAMABAD

- MSc International Relations

2010 - 2012

**UNIVERSITY OF THE PUNJAB,
LAHORE**

- Bachelor of Arts

SKILLS

- Strategic Project Management
- Public Relations and Stakeholder Engagement
- Collaborative Team Leadership
- Time and Resource Optimization
- Strong Leadership and Decision-Making
- Effective and Clear Communication
- Analytical and Critical Problem-Solving

PROFILE

Dynamic administrative leader with extensive experience in university administration and think tank operations. Currently serving as Assistant Director of Administration and Coordination at NUST, with a proven track record in optimizing operations, enhancing communication, and driving cross-departmental collaboration. Skilled in establishing and managing strategic partnerships, liaising with government and private sector offices to facilitate collaborations, and implementing initiatives that align with institutional objectives. Recognized for effective project management and strategic planning, contributing to organizational growth and operational efficiency.

WORK EXPERIENCE

- National University of Sciences and Technology** 2021 - PRESENT
Assistant Director
Administration & Coordination
 - Developed and implemented strategic initiatives and administrative frameworks to align with institutional and think tank goals, promoting cross-functional efficiency and impact.
 - Oversaw all administrative tasks, including scheduling, budgeting, and resource allocation, to support both internal and external think tank projects.
 - Coordinated with government and private sector stakeholders to drive collaborations, partnerships, and strategic outreach.
 - Ensured consistency, adherence to institutional standards, and effective communication across all departments and external interactions to reinforce institutional integrity and mission.
- National University of Sciences and Technology** 2018 - 2021
Manager (Hostel)
Administration Directorate
 - Managed hostel budget for efficient resource allocation and smooth operations.
 - Oversaw all aspects of hostel management, addressing residents' needs and enhancing the living experience.
 - Acted as a mentor for students, providing guidance and support to foster a positive community environment.
- Elite Sports Academy.LLC (UAE)** Apr - July 2017
Sports Administrator
 - Cultivated and sustained strong partnerships with sports organizations, agencies, and vendors to support academy initiatives.
 - Oversaw financial accounts, managed daily registers, and coordinated field allocations leased to teams across Dubai.
 - Ensured consistency and quality across all academy materials and communications, reinforcing brand standards.