

Raja Muhammad Attique Afsar

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AREAS OF INTEREST: Administration, Management, Blog Writing, Welfare Activities

OBJECTIVE

An accommodating and versatile individual with sound cultured background, equipped with skilled education; solid creative, Managerial, interpersonal, leadership capabilities as well as multi task experience that is confident in his ability to capture the community's imagination and breed success.

EXPERIENCE

EXECUTIVE COORDINATOR (LIFE & LIVING), DEPARTMENT OF ISLAMIC STUDIES

Oct 2024– Till Date

Riphah International University Islamabad.

(Coordination with Permanent and Visiting Faculty for execution of Life & Living Program)



- Allocation of Life & Living Subjects to Visiting & Permanent Faculty Members.
- Billing of Local & International Visiting Faculty Members.
- Liaising with Different Coordination offices of University.
- Arrangement of Defenses and Workshops.
- Coordination with NCHD for EOTO Program to accomplish mission of educating 500 Illiterate persons of Society.
- Arrangements of International Conferences on different Research Topics.

DEPUTY CONTROLLER OF EXAMINATION

May 2023– Nov 2023

Northern University Nowshera

(Conduct of Exams, Issuance of Degrees & Transcripts, Evaluation of Papers & Theses, Arrangement of Public Defense for MPhil & PhD and Record Keeping)



- Office of the Controller of Examination plays a vital role in the academia.
- We have an eye on the console to analyze staggering parameters indicating level of quality education being imparted, teaching pedagogy regarding its impact on the students' attitude - through results.
- Our Job is to bring transparency in analyzing the student through conduct of Exams and in issuance of Degrees.

ASSISTANT CONTROLLER OF EXAMINATION

Oct 2015 – April 2023

Qurtuba University of Science & Information Technology Peshawar

(Conduct of Exams, Issuance of Degrees & Transcripts, Evaluation of Papers & Theses, Arrangement of Public Defense for MPhil & PhD and Record Keeping)



- Conduct of Exams (Registration of courses, Preparation of Date sheets, Planning and Implementation of Exam Plans, Evaluation of Answer sheets and finally Result Declaration)
- Issuance of Degrees, Transcripts & Certificates.
- Evaluation Academic Research.
- Arrangement of Public Defense for MPhil & PhD
- Record Keeping.

SALES PROMOTION OFFICER

Apr 2013 – Sep 2015

Chagatai Dental Supply, Peshawar



- Identification of Dental Clinics and Institutions in Peshawar and Surroundings.
- Marketing and Sales of Dental Materials.
- Sales Promotion of Dental Equipment.
- Participation in Bids in different Govt. and Private Sector institutes.
- Participation on Exhibitions in Dental Industry.

CHIEF EXECUTIVE OFFICER (SELF EMPLOYED)

Apr 2011 – Mar 2013

Zain Enterprises

- Identification of Dental Labs.
- Marketing, Sales, Promotion and Distribution of Dental Materials

MANAGER INVENTORY

Jan 2010 – Dec 2010

Chughtai Dental Supply, Islamabad

(Supply Chain & Logistics)



- Maintaining Record of products and assets within premises.
- Issuance and consumption of materials ensuring the quality of the materials produced.
- Maintaining the stock according to its lead time and In-time Purchasing and sale of stock.
- Indenting the local and international shipments i.e. counting, listing, packing and transportation. Maintaining and checking satisfaction of customers.

SUB EDITOR / REPORTER

Dec 2007 – Apr 2008

Daily Jang Peshawar Bureau



Communication, Reporting

- Worked as Sub Editor / Reporter at Daily Jang Peshawar Bureau.
- Subbing of News, Editing of News, Translation of News.
- Interviews of Public Figures and Monitoring Election 2008 activities.

COORDINATOR

Sep 2004 – Nov 2006

HOPE (Health Orientation and Poverty Eradication) Foundation, Islamabad

(Office management, Project management, HR and Accounts management, Monitoring & Evaluation)

Achievements:

- Established 7 Vocational Training Centres for women at Tehsil Bagh AJK to empower the women of society by accumulating them with vocational skills.
- Provided educational utensils (School bags, Stationary and net cash) to orphans of six union councils of Bagh AJK. Arranged a survey for collection of Orphans data from 6 union councils of Bagh AJK just after the Earthquake 2005.
- Constructed 10 water tanks and installed water pumps at Tehsil Bagh (AJK).
- Constructed 300 shelter homes at earthquake effected villages Dhund and Chatter Bagh AJK.
- Distributed blankets, tents, food items, corrugated sheets, provided medicines and established tent villages at earthquake affected areas of Bagh AJK
- Executed Qurbani programs for refugees of Chatter No 2 Refugee Camp and for earthquake affected areas of Bagh and also implemented the same programs in Peshawar.
- Arranged training workshop for newly appointed staff at HOPE Foundation



TEACHER

Mar 2002 – Sep 2004

Al-Quds Public School Peshawar

Teacher (Learning & Motivation)

- Supported a balanced reading program through the implementation of writing and reading workshops. Actively engaged students in learning process through use of diverse manipulative; employed literature and modern teaching tools to encourage students to take ownership of their learning.
- Enhanced students' academic and social growth by using varied teaching strategies and techniques.

INCHARGE

Feb 1999 – Feb 2001

Study Aid Project Peshawar

(Administration & Management)



- Executed system of free tuition centers and coaching classes for needy students of Peshawar
- Prepared study notes of different subjects for the needy students of Matric and Intermediate levels. Provided financial aid to some needy students of Peshawar for their studies.

EDUCATION

2010 MA IR (International Relations)

University of Peshawar

2007 MA Usuluddin (Comparative Religion)

International Islamic University Islamabad (I.I.U.I.)

2001 MA Arabic (Arabic Literature)

University of Peshawar

2000 BA Hons (Arabic, Islamiyat, Economics, Sociology, English, Mathematics, Computer & Political Science)

SZIC University of Peshawar

1997 Higher Secondary School Certificate (Pre-Engineering)

PAF Shaheen College Peshawar

1995 Secondary School Certificate (Science)

PAF Shaheen College Peshawar

TRAININGS / SEMINARS

1. NCC.
2. Civil Defense.
3. Member WWF Club.
4. 40 days Training Course for Islamic Study.
5. Workshops on Management.
6. Attended several seminars on Education, Management and Politics.
7. Participated in Extra Curriculum Activities in events during student life.

PROFESSIONAL SKILLS

1. **Managerial Skills**
Office Management, Project management, Accounts management, HR and Supply Chain Management., Monitoring & Evaluation.
2. **Communication Skills**
Public Dealing, Liaison with organizations, media awareness, ceremony arrangements, publishing, reporting and broadcasting abilities.
3. **Leadership Qualities**
Creative Planning & Implementation, Team Supervision and guidance, Aptitude to remain flexible.
4. **Marketing Skills**
Critical Thinking, Project Management, Analytical skills, Holistic Approach, Technical Skills.

COMPUTER SKILLS

1. Microsoft Office
2. Inpage Urdu
3. English, Urdu and Arabic Composing
4. Internet & Email Navigation

LANGUAGES

- Conversant in Urdu, English, Arabic, Pashtu & Pahari.
- Working knowledge of Sindhi, Hindko, Punjabi and Persian.
- Presented Article on Pahari Language in 7th Hidko Conference.

MEMBERSHIPS

1. Readers Club NBF.
2. Executive member Naveed-e-Sahar foundation Bagh AJK.
3. Actively participate in various Relief and development activities with different organizations.
4. Participated in Different Conferences as a speaker

RESEARCH WORK

1. Articles have been published in various Daily Newspapers of AJK & Pakistan.
2. Articles have been published in national and foreign Web blogs, like Urdu Falak, Urdu point, Hamariweb etc.
3. Worked on various topics and prepared assignments during studies

EXTRA-CURRICULAR ACTIVITIES / SOCIAL MEDIA



Participated in Relief Activities in Earthquake 2005



Published Article in Daily Kashmir Post

Facebook Profile



muhammadattiqueafsar.raja.3

Facebook Page



naweedesahar

My Articles accessible on Hamari Web

<https://hamariweb.com/articles/userarticles.aspx?id=9577>