

# Ali Raza

**Mobile:** +92-307-5718407  
+92-333-5991445  
**Email:** aliraza78215@gmail.com



**LinkedIn:** <https://www.linkedin.com/in/ali-raza-06600418a/>

## Profile Statement:

I have of experience of Exam Coordinator and I offer demonstrated leadership, planning and analytical skills. I collaborated with academic institutions to create exam schedules, manage hours and registrations ensure the security of exam materials and oversee vigilantes. I am a keen understanding of industry trends and the competitive landscape coupled with strong proficiency in tools and technologies. I am eager to transition his skills into the corporate sector to drive innovation and organizational success.

## PROFESSIONAL EXPERIENCES

### Exam Coordinator (February 2024 till date)

#### Capital University of Science and Technology, Islamabad, Pakistan

##### Responsibilities/Accomplishments:

- Students dealing regarding Transcripts/Degrees.
- Preparation of students Certificates.
- Assist during mid-term & final-term exams.
- Managing exam schedules, exam students attendance and students records.
- Overseeing the planning and execution of examination processes, ensuring compliance with university regulations and standards.
- Working closely with various departments to address and resolve exam-related issues, ensuring effective communication and problem-solving.
- Ensuring the security and integrity of exam papers and materials by implementing protocols for handling, storage and distribution.
- Student's photos uploading on portal.
- Recruiting, training and supervising invigilators and examination staff, ensuring adherence to institutional policies and procedures.
- Managing the activities related to the convocation.
- Preparing detailed reports and presentations on examination activities and outcomes, providing insights for continuous improvements.
- Overseeing mid-term and final-term exams, managing seating plans, invigilation duties, room allotment, ensuring timely distribution of examination materials and instructions to supervisory faculty and students.

- Representing the examination department in meeting and committees, including serving as a member of the Convocation Committee.
- Working with various examination systems, including UMS and currently Odoo, to streamline and enhance examination processes and record-keeping.
- Ensuring the accurate issuance, verification and transcripts records.

#### **Graphic Designer (2021-2022)**

##### **Land Pakistan Group of Companies, Islamabad, Pakistan**

- Creating brochures and flyers
- Designing a website frontend
- Designing presentation materials
- Social media graphics

## **ACADEMIC QUALIFICATION**

### **MS from Capital University of Science and Technology, Islamabad, Pakistan**

Master of Science (Major in Project Management) 2023

### **BS from Capital University of Science and Technology, Islamabad, Pakistan**

Bachelor of Science (Major in Software Engineering) 2021

### **HSSC from Steps College for Boys 23/B S. Town Rawalpindi**

Intermediate in Pre-Engineering (Affiliated with BISERWP, 2016)

### **SSC from Fauji Foundation Model Sec School for Boys Khour Co PindiGheb Attock**

Matric in Science (Affiliated with BISERWP, 2013)

## **HONOR AND ACHIEVEMENT**

#### **Academic:**

##### **Chancellor's Honor Roll**

Secured a GPA of 4.00/4.00 in Fall 2021 and Spring 2022 semester (MS) from Capital University of Science and Technology, Islamabad, Pakistan.

##### **Dean's Honor Roll**

Secured a GPA of 3.67/4.00 in Fall 2022 semester (MS) from Capital University of Science and Technology, Islamabad, Pakistan.

#### **Professional:**

- Optimized Exam Scheduling.
- Stream-lined exam processes.
- Issuance of 500+ Transcripts.
- Preparation of Transcripts.

## PROFESSIONAL TRAINING

### Certificate of Participation

Completed a workshop on “Statistical Package for the Social Sciences” (SPSS) held on 6<sup>th</sup> Feb-7<sup>th</sup> Feb 2023 organized by the ORIC Department, Capital University of Science and Technology, Islamabad.

### Internship

Completed 5 months of Internship from 07/2020 to 11/2020 at A J developerz, Rawalpindi.

## AREA OF INTERESTS

- Research
- TQM/Six Sigma, Lean Six Sigma
- Agile Project Management
- Requirement Gathering, Planning

## CORE STRENGTHS & ENABLING SKILLS

|                                                |                                                   |                                                  |
|------------------------------------------------|---------------------------------------------------|--------------------------------------------------|
| ▪ Implementation of Examination Best Practices | ▪ Students Records Management                     | ▪ Use of Examination Management Systems          |
| ▪ Handling Examination Queries and Issues      | ▪ Audit and Quality Control Examination Processes | ▪ Coordination with faculty and staff            |
| ▪ Examination Policy Development               | ▪ Exam Security and Integrity                     | ▪ Communication with students on Exam Procedures |
| ▪ Convocation Management                       | ▪ Confidentiality of Data                         | ▪ Ensuring Confidentiality customer information  |

## PUBLICATIONS:

1. <https://ijciss.org/index.php/ijciss/article/view/1326/1565>
2. <https://doi.org/10.62345/jads.2025.14.1.78>

## Research Thesis:

Impact of Co-worker Knowledge Sharing on Team Performance with the mediating role of Absorptive Capacity and moderating Role of Project Complexity