

Naeem Jan

Marital Status : Married

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Professional Summary

Highly accomplished and results-driven professional with over a decade of experience in Medical Education management, quality assurance, and IT engineering. Proven expertise in organizing academic and clinical programs, managing administrative operations, and ensuring compliance with institutional and regulatory standards. Demonstrated leadership in designing and implementing structured training programs for medical students, ensuring their professional growth and academic excellence. Adept at collaborating with multidisciplinary teams, optimizing operational efficiency, and fostering strong relationships with medical institutions and stakeholders.

Possesses a strong background in quality assurance and compliance, having successfully managed large-scale projects, including field operations and inspections, ensuring adherence to regulatory standards. Extensive experience in IT system administration, networking, and troubleshooting, enhancing digital learning platforms, and implementing modern technology solutions for medical education. Exceptional problem-solving skills with a proactive approach to challenges, ensuring seamless workflow and continuous improvement. Recognized for excellent communication, training, and mentoring skills, empowering individuals and teams to achieve institutional goals and enhance student learning experiences.

Education

- **Master of Arts (International Relations)**
 - University of Peshawar | 2011 - 2015
- **Bachelor of Arts**
 - University of Peshawar | 2009 - 2010
- **Diploma of Associate Engineering (Electrical/Electronics)**
 - Govt College of Technology Peshawar | 2002 - 2005
- **Secondary School Certificate (Science)**
 - Govt High School Gull Bahar No 2, Peshawar | 2000 - 2002

Key Skills

- ❖ **Medical Education Management:**
Curriculum development, accreditation compliance, and faculty coordination.
 - ❖ **Clinical Rotation & Academic Planning:**
Development of training schedules and student progress assessment.
 - ❖ **Quality Assurance & Compliance:**
Process improvement, policy development, and regulatory adherence.
 - ❖ **IT & Networking Expertise :**
System administration, troubleshooting, and software management.
 - ❖ **Office & Project Administration :**
Event planning, resource allocation, and logistics management.
 - ❖ **Training & Capacity Building:**
Conducting professional training sessions and workshops.
 - ❖ **Communication & Team Leadership:**
Conflict resolution, stakeholder engagement, and organizational collaboration.
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Professional Experience:

Jinnah Medical College & Teaching Hospital, Peshawar:

Manager - Medical Education Department | Dec 2023 – Present

Key Responsibilities:

Academic Oversight & Student Support:

- Supervise and track the academic progress of medical students and trainees, ensuring adherence to curriculum and clinical training requirements.
- Provide academic guidance and support to students, addressing concerns related to coursework, clinical training, assessments, and overall performance.
- Identify students at risk of academic difficulties and recommend intervention strategies such as tutoring, additional resources, and mentorship programs.

Curriculum Development & Faculty Collaboration

- Work closely with the academic team and clinical faculty to develop, update, and align medical training modules with industry and accreditation standards.
- Plan and implement faculty training sessions to enhance teaching effectiveness.
- Ensure seamless integration of hospital-based clinical training into the academic curriculum.

Assessment & Evaluation

- Coordinate medical assessments, including written exams, OSCEs (Objective Structured Clinical Examinations), and clinical evaluations, ensuring fairness and consistency.
- Organize and manage OSCE and TOACS exams to assess practical skills.
- Implement standardized assessment methodologies for student evaluations.

Clinical Training & Hospital Collaboration

- Supervise clinical rotation schedules, coordinate with faculty, and oversee student performance evaluations.
- Collaborate with hospital departments for hands-on training programs.
- Design and manage comprehensive student E.Logbooks to track clinical progress.

Accreditation & Compliance

- Maintain accurate and up-to-date academic records, ensuring accessibility for institutional reporting and accreditation compliance.
- Ensure all medical education programs meet institutional policies and accreditation standards set by governing bodies.
- Maintain accreditation requirements and ensure compliance with PMDC guidelines.

Learning Management System (LMS) & E-Learning Integration

- Manage LMS (VLE) operations, scheduling lectures, clinical rotations, and ensuring seamless e-learning integration.

Stakeholder & Faculty Engagement

- Act as a liaison between students, faculty, clinical educators, and accreditation bodies to address academic concerns and foster collaboration.
- Work closely with faculty and hospital partners to monitor student performance, provide feedback, and ensure academic and clinical training standards are upheld.
- Develop policies and procedures to improve academic quality and compliance with institutional guidelines.

Continuing Medical Education (CME) & Faculty Development

- Coordinate CME (Continuing Medical Education) activities, symposiums, and faculty development workshops.

Quality Assurance & Feedback Mechanisms

- Collect and analyze feedback from students regarding course content, teaching methodologies, and clinical rotations for continuous improvement.
- Develop strategies for effective medical education delivery.

Northwest School of Medicine & Northwest General Hospital & Research Centre

Assistant Manager / Coordinator - Medical Education & DEANERY | Sep 2016 – Dec 2023

Key Responsibilities:

- Managed daily administrative tasks under the supervision of the Dean and Head of Department.
- Oversaw daily training activities for undergraduate and postgraduate students.
- Organized CME events, including symposiums, workshops, and conferences.
- Developed and managed the academic calendar for the MBBS program.
- Calculated and implemented academic hours in accordance with Pakistan Medical and Dental Council (PMDC) guidelines.
- Designed and supervised clinical rotation schedules for MBBS students and faculty.
- Monitored and evaluated the effectiveness of these rotations.
- Supervised and managed student logbooks documenting clinical rotations.
- Organized Objective Structured Clinical Examinations (OSCE/TOACS) at the end of each clinical rotation.
- Managed logistical and academic requirements for both internal and external MBBS examinations.
- Prepared examination results using the Optical Mark Recognition (OMR) system.
- Maintained and updated records within the assessment cell.
- Scheduled and uploaded clinical rotation planners and logbooks onto the Course Management System (CMS) or Virtual Learning Environment (VLE).
- Conducted feasibility studies for department accreditation with the College of Physicians and Surgeons Pakistan (CPSP) for FCPS and MCPS training programs.
- Successfully obtained CPSP approval for four FCPS training departments.
- Registered and accredited faculty with CPSP for FCPS training programs.
- Maintained coordination with CPSP, Khyber Medical University (KMU), Postgraduate Medical Institute (PGMI), and PMDC.
- Organized and managed the induction process for house job and postgraduate trainees biannually.
- Prepared merit lists for house job and postgraduate training in recognized specialties.
- Planned and coordinated monthly academic lectures, including Clinical Pathological Conferences (CPCs), Multidisciplinary Team meetings (MDTs), Journal Clubs, Morbidity and Mortality meetings (M&M), and Grand Rounds for specialty consultants and postgraduate students.
- Organized OSCE/TOACS examinations for house officers and postgraduate trainees at the conclusion of their training periods.
- Verified and issued testimonials and experience certificates for postgraduate students.
- Ensured the smooth functioning of all office administration and academic coordination activities.

US-AID PDIP Projects (Contractors)

Quality Assurance Officer Dec 2012 – Dec 2015

Key Responsibilities:

- Supervised and managed quality assurance operations across multiple energy efficiency and metering projects.
- Developed and implemented daily work plans for field teams.
- Conducted regular inspections to ensure compliance with quality standards.
- Addressed and resolved consumer concerns related to project implementations.
- Coordinated with donor organizations for site inspections and provided project briefings.
- Managed installation and inspection of LT Capacitors in agricultural zones.
- Conducted audits of installed meters and ensured proper functionality.
- Supervised the installation and maintenance of electrical systems across various locations.
- Maintained detailed weekly and monthly reports for project tracking and compliance.

Interactive Group of Companies Peshawar

ASSIST, ENG, SYSTEM Nov, 2007 to March, 2011.

Key Responsibilities:

- Configured Sun Fire X4100, X4200, and Blade servers with Windows Server 2003. docs.oracle.com
- Installed, configured, and maintained Windows Server 2003, including Active Directory, DNS, and Network Load Balancing (NLB).
- Configured and registered VOIP phones.

- Installed, configured, and maintained Mobotix surveillance cameras.
- Provided project-related training to clients and resolved troubleshooting issues.

Project-Specific Responsibilities:

❖ Police Record Office Management Information System (PROMIS):

- Conducted training sessions for police officials on the PROMIS system.
- Installed, configured, and maintained Windows Server 2003, Active Directory, DNS, and NLB at PROMIS data centers.
- Deployed IT equipment and registered VOIP phones at client premises.
- Managed and troubleshoot Windows Servers at the Police Data Center.
- Installed network printers.

❖ Hospital Management and Information System (HMIS) at CMH Mangla and CMH Kharian:

- Provided training on the HMIS application to Combined Military Hospital (CMH) staff.
- Managed and troubleshoot server machines.

Computer Skills

- **Software & Systems:** LMS, CMS, Networking, MS Office Suite.
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Languages

- **English:** Fluent
 - **Urdu:** Fluent
 - **Pashto:** Native
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Certifications & Training

- **Diploma in Information Technology (D.I.T)** – Comprehensive training in IT systems and networking.
 - **Advanced MS Office Course** – Expertise in data management and document processing.
 - **Medical Education & Training Workshops** – Participation in faculty development programs.
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References

Available upon request.
