

# **WAQAS AHMED**

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## **CAREER OBJECTIVE**

I am seeking to join a progressive team where I can make a meaningful contribution to the organization by leveraging my extensive experience in geotechnical, administrative, and management capacities, spanning over a decade. I am committed to ongoing learning and development, with the ultimate aim of ascending to a level where I can utilize my abilities to drive positive change for society. I look forward to the opportunity to collaborate with like-minded professionals in a dynamic and innovative work environment, where hard work is valued and career advancement is a distinct possibility.

## **PROFESSIONAL SUMMARY**

I am a dedicated higher education professional with over a decade of experience in academic administration, exam management, and student support. Currently serving as a Deputy Registrar at a university like CUST, my major duties typically involve supporting academic and administrative operations at a senior level. Key responsibilities include: Academic Administration, Regulatory Compliance, Admissions Oversight, Committee Participation, Collaboration and Communication, Record and Data Management, Event Management, and Policy Development. As an Assistant Director of Exams at Bahria University, I oversee large-scale examination processes, convocation ceremonies, and academic operations, ensuring efficiency, compliance, and stakeholder satisfaction. With 12 years of professional experience, I have acquired a diverse skill set in administration and management, honed through working alongside experts from various national and international organizations. I possess a teaching background of 4 years in Earth, Environment, and Social Sciences, which has not only enriched my analytical and research skills but also refined my interpersonal communication abilities. Overall, my experience and expertise enable me to execute my role with precision and excellence.

## **PROFESSIONAL EXPERIENCE**

### **Deputy Registrar (Recent)**

- Serving as a Deputy Registrar from May 2025 at Capital University of Science and Technology (CUST) Islamabad, my major duties typically involve supporting academic and administrative operations at a senior level. Key responsibilities include: Academic Administration, Regulatory Compliance, Admissions Oversight, Committee Participation, Collaboration and Communication, Record and Data Management, Event Management, and Policy Development.
- In Addition, I am tasked with the responsibility of preparing and documenting the agenda and minutes for key statutory bodies, including the Board of Governance, the Academic Council, the Executive Committee, the Board of Advanced Studies, and the Deans Committee.

### **Assistant Director Exam (2022-2025)**

- As the Assistant Director of Examinations at Bahria University H-11 Campus Islamabad from February 2022 to May 2025, I undertook a range of academic and administrative

responsibilities. My duties included the development and management of examinations, overseeing logistics, grading and analysis of exam results, compilation of outcomes, and the preparation of communications and reports. Additionally, I was involved in the integration of technology into the examination process, maintenance of exam records, addressing inquiries from examinees and instructors, and contributing to the advancement of innovative assessment methodologies.

- As the primary overseer of the convocation ceremony, my responsibilities included event planning and coordination, stakeholder communication, team leadership and supervision, venue and logistics management, ceremony protocol and academic procession, budgeting and resource allocation, risk management, and contingency planning, as well as post-event evaluation.
- As a member of the university's Disciplinary Committee, I was responsible for ensuring a fair investigation and resolution of student conduct cases while upholding institutional policies and ethical standards.
- I have also served as **Deputy Director Academics** on an additional charge from 25 February 2022 to 15 September 2022 at Bahria University H-11 Campus Islamabad.

### **Student Advisor (2013-2021)**

Serving as a Student Advisor at the Bahria University E-8 Campus,

- I have been a member of the Self-Assessment Report Committee and was responsible for preparing an overall report on the feedback provided by the department faculty members as well as students for the betterment of the department and submitted to the Higher Education Commission of Pakistan for the fulfillment of their criteria.
- I was also a member of the Quality Assurance Committee, Event Organization Committee, and Community Support Program Coordinator.
- Administrative work includes student registration at undergraduate and graduate level, preparing timetables for running semesters, resolving issues faced by faculty and students as well as monitoring their progress.
- Providing front-line support to both students and faculty in academic and administration-related queries.

### **Lecturer**

- Served at Bahria University Islamabad as a Lecturer of Environmental Sciences courses from **2019-2022**.
- Served at the International Islamic University as a Lecturer of Engineering Geology subject in the spring **2015**.

### **PROFESSIONAL TRAINING/CERTIFICATIONS**

#### **MS Project – Project Management Software**

- Certified course on Project Management Software at the Pakistan Planning and Management Institute (PPMI), Government of Pakistan. This comprehensive training program covered fundamental principles, methodologies, and best practices in project management. I received hands-on training in industry-leading project management software, including Microsoft Project. As a result, I acquired competencies in developing project timelines, monitoring progress, managing tasks, and producing analytical reports.

### **Diploma in Nursing Assistant**

- Certified Diploma in Nursing Assistant program accredited by CPD & IAP. Mainly focused on Introduction and communication in nursing, Hygiene, Infection Control, Asepsis, Immune system, Medication Administration, Mobility and immobility issues, Pain Management, Nutrition, Fluid and electrolyte level, Elimination, and Oxygenation.

### **Fire Prevention and Safety Officer**

- Certified course on fire prevention and safety rules by the National Institute of Fire Technology, Government of Pakistan. Mainly focused on emergency evacuation plans, fire extinguishing tools and equipment, first aid, breathing tools, and emergency methods of rescue.

### **IOSH-Managing Safely**

- Extensive physical training in occupational Health, Safety, and Environment to gain the knowledge, skills, and confidence required to manage health and safety-related risks, hazards, and precautions.

### **HEC Indigenous on-campus Training (Administrative)**

- Professional Training for Administrative Staff (scale 16+) under the supervision of HEC, including E-Governance, Presentation for Persuasion, Teamwork, and Communication Skills, Communication Skills with Youth, Presentation Skills, Finance and Audit, Writing Skills, Stress Management, and Administrative Skills.

### **GIS Training at China National Petroleum Company (CNPC) Training Institute**

- Surveying Software-Based Training relevant to the Geographical Information System (GIS) on ArcGIS. 10 Software.

### **ACADEMIC QUALIFICATION**

|      |                          |                                   |                     |        |
|------|--------------------------|-----------------------------------|---------------------|--------|
| MS   | (Environmental Sciences) | Bahria University, Islamabad      | 3.63                | (2018) |
| BS   | (Geology)                | Bahria University, Islamabad      | 1 <sup>st</sup> Div | (2012) |
| HSSC | (Pre-Engineering)        | Army Public School & College, RWP | 1 <sup>st</sup> Div | (2007) |

### **RESEARCH WORK AND PUBLICATION**

- Shehzad, S., Hassan, A., Mehmood, S., & Ahmed, W. (2019). Lithofacies and Provenance Studies of the Early Permian Tobra Formation, Eastern Salt Range, Pakistan: Lithofacies of Tobra Formation. Pakistan Journal of Scientific & Industrial Research Series A: Physical Sciences, 62(1), 28-37.
- Impact evaluation of coal mine drainage on physicochemical properties of soil and aquifer around coal mining areas in Chakwal, Punjab, Pakistan. (MS Thesis)
- Petrophysical analysis of Meyal oil field, Pakistan. (BS Thesis)

### **COMPUTER SKILLS**

- Microsoft Office
- Arc GIS 9.3.3, 10
- Office Automation system

- Central Management and Learning Management software.

### **PROFESSIONAL SKILLS**

- Strong report writing and analytical skills.
- Good organizational skills
- Good written and communication skills
- Self-motivated, Proactive, and driven.
- Customer Service Oriented

### **REFERENCES**

“References Available Upon Request”