

PERSONAL INFORMATION

Fahad Aftab



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Gender Male | Date of birth 05/04/1990

OBJECTIVE

My aim is to attain a position in a growth-oriented organization where I can use my strong organizational and technical skills to contribute to the organization's success. I want a highly rewarding career where I can use my education, knowledge, skills and experience to help the company meet and surpass its goals. I would like to work in a healthy environment that appreciates my skills and offers avenues for growth. I want to excel in this field with hard work, perseverance and dedication.

WORK EXPERIENCE

(April 14, 2025 to date)

Exam & Registry Officer

The Millennium Universal College Islamabad

- Coordinated the planning, scheduling, and administration of internal and external examinations in compliance with academic regulations and awarding body standards.
- Managed student registration processes, including course enrolment, records updating, and data verification.
- Maintained accurate and confidential academic records using student information systems (e.g., SIMS, PowerSchool, Banner).
- Communicated examination timetables, room allocations, and procedural guidelines to students and staff.
- Oversaw the secure handling, storage, and distribution of examination papers and materials.
- Ensured timely submission of grades and results to regulatory bodies and stakeholders.
- Provided support to students and faculty regarding academic policies, examination rules, and registration deadlines.
- Generated reports and statistical data on examination performance and student progression for institutional review and audits.
- Liaised with external examination boards, accrediting agencies, and academic departments to ensure compliance and coordination.
- Supervised invigilators and administrative staff during examination periods.

(Nov 01, 2021 to Apr 10, 2024)

Assistant Registrar

University of South Asia Raiwind Campus, Lahore

- **Student Records Management:** Overseeing the maintenance and accuracy of student records, including enrollment, grades, and transcripts.
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- **Registration Processes:** Assisting with the registration of students for classes, managing course schedules, and ensuring compliance with academic policies.
- **Data Analysis and Reporting:** Collecting and analyzing data related to student enrollment, retention, and graduation rates, and preparing reports for administrative use.
- **Policy Implementation:** Implementing and enforcing university policies related to academic records and registration, ensuring adherence to regulations.
- **Communication and Support:** Serving as a point of contact for students, faculty, and staff regarding registration issues, academic records, and related inquiries.
- **Graduation Processing:** Coordinating the graduation process, including verifying eligibility, preparing diplomas, and organizing commencement ceremonies.
- **System Management:** Assisting in the maintenance and improvement of student information systems to enhance record-keeping and reporting capabilities.
- **Training and Supervision:** Training and supervising clerical staff or student workers within the registrar's office.
- **Compliance and Accreditation:** Ensuring compliance with federal, state, and institutional regulations related to student records and reporting.
- **Event Coordination:** Assisting in the organization of orientation sessions, registration events, and other academic-related activities.
- Any other task assigned by the HOD.

Business or sector: Educational Institution.

Skills: Efficient and Organized, Data Management, Fluent in English, Training, Proactive, Flexible, Trustworthy, Dependable and Reliable, Accurate and Responsible, Communication and Relationship builder, Dress Professionally, Work under Pressure, Presentation, Creativity, Interpersonal.

(Dec 09, 2019 to Oct 31, 2021)

Professional Services Representative/ Assistant Manager

Pfizer Pakistan LTD

- Achieving **sales objectives**, deliver positive growth and follows the plans to achieve assigned objectives.
- Keep tracking the **competitors' activities**.
- **Demonstrating and presenting** products.
- Maintaining **accurate records and attending trade exhibitions, conferences and meetings**.
- Collects and reports **information on promotional and marketing moves** of the competition.
- Resolving **customers' queries and building healthy relations** with them.
- Regularly complete all Pfizer **assigned trainings and certifications**.

Business or sector: Pharmaceuticals and Healthcare.

Skills: Teamwork, Leadership, Communication, Decision-making, Organizational, Negotiation, Problem-solving, Analytical, Competitive analysis, Market analytics, CRM, Data analysis, Relationship building, Market research, Travelling.

EDUCATION

(2013to2017)

Master of Business Administration = M.Phil - Marketing**Preston University Kohat, (Pakistan)**

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|--|--------------------|
| ▪ Marketing Research | Business Ethics |
| ▪ Principles of Marketing & Management | Sales management |
| ▪ Human Resource Management | Project Management |

(2011 to 2013)

Bachelors of Commerce**Kohat University of Science & Technology Kohat, Pakistan**

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|------------------------------|----------------|
| ▪ Financial Accounting-I, II | Auditing |
| ▪ Cost Accounting | Economics |
| ▪ Banking & Finance | Income Tax Law |

ADDITIONAL INFORMATION

**Academic
Project/Thesis****“Impact of shelf space allocation and products packaging quality on sales promotion: A case study of The Centaurus Mall, Islamabad.”**

-A thesis submitted in the partial fulfillment of the requirements for the degree of Master of Business Administration.

-Quantitative type of research is used with population of retail industry in Pakistan.

-Sample size of 120 and non-probability sampling technique was used.

-Questionnaire method based is 5 Likert scale and statistical software SPSS 16.0 was used.

-Pearson correlation and multiple regression analysis were used for the effects of independent variables on dependent variable.

-Shelf space allocation is significantly helpful as the customers can easily pick the intended products from shelf spaces without touching the other products and can easily find the desired products.

-Shelf space allocation affects customers purchase interest, making the employees efficient and also saving time of the employees.

-Products packaging quality is also essential for carrying and keeping the products protected for many days if kept.

-It was found that the independent variables have significant impact in purchase decision for the customers.

Honors & Awards

Colleague of the year award-National Feldene Team Pakistan, Field Force Recognition Program 2020, Pfizer Pakistan Limited.

Need-based Scholarship, Preston University Kohat, 2013to2017.

Certified sportsman (Cricket, Hockey and Volleyball).

Certification in Entrepreneurship, Preston University Kohat.

Certification in handling People Of Determination, Government of Dubai.

Certification of Security Industry Regulatory Agency, Government of Dubai.

Certification in Effective Communication, Riphah International University Head Office, Lahore.