

ANEELA KASHIF

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Education professional with over 15 years' experience in student advising, academic coordination and administrative support. Aiming to contribute to institutional efficiency and excellence as "Office Manager in Business Development" department.

EDUCATION

MBA – Master of Business Administration (Human Resource Management)
COMSATS University, Pakistan (2005)

EXPERIENCE

Coordinator, Assessment Unit

King Saud Bin Abdulaziz University for Health Sciences – Jeddah, Saudi Arabia
October 2014 – Present

- Supported students with assessment guidance and academic counseling
- Conducted advisory sessions on exam formats and preparation techniques
- Oversaw exam planning, secure administration, and result processing
- Liaised with faculty and staff to ensure timely assessment delivery
- Managed assessment platforms (e.g., Blackboard) and item banks
- Delivered psychometric reports to enhance test effectiveness
- Contributed to academic policies and coordinated academic events
- Maintained department records, correspondence, and scheduling for leadership
- Provided meeting support including agendas, minutes, and follow-ups
- Ensured confidentiality and professionalism in all administrative functions
- Communicated clearly and professionally with students, staff, and external stakeholders

Examination Officer

Shifa College of Medicine / Shifa Tameer-e-Millat University – Pakistan
2013 – 2014

- Provided academic guidance and support to faculty and students
- Maintained communication with students regarding schedules, assessments, and results
- Organized secure printing, distribution, and scoring of examinations
- Delivered post-exam analysis and liaised with academic departments for evaluation

Supervisor, Student/Academic Affairs

Shifa College of Medicine – Pakistan
2005 – 2010

- Advised prospective and enrolled students on academic planning and progression
- Supported admissions, enrollment, and outreach initiatives
- Conducted orientation sessions, interviews, and informational events
- Promoted academic programs through presentations to students and parents
- Managed student records and maintained consistent communication with families
- Handled local and international admissions, including elective placements
- Organized workshops, school visits, and graduation ceremonies
- Collaborated with academic departments to support recruitment and student services

SKILLS

- Student counseling and academic advising
- Proficient in Google Workspace, MS Office, Blackboard LMS
- Data Analysis
- Excellent communication in English
- Event organization and public speaking
- Cultural sensitivity and stakeholder engagement

WORKSHOPS & CERTIFICATIONS

- 2020 – Psychometric Analysis
- 2019 – Program Evaluation
- 2019 – KPI Introduction
- 2019 – Principles of Student Assessment
- 2019 – Work-based Assessment
- 2019 – Online MSQ Authoring & Management (Al-Taqeem)
- 2008 – Research Article Writing
- 2008 – Online Course Management
- 2005 – WTO & Productivity (NPO, Pakistan)