

Rizwan Bashir

Deputy Registrar

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Why Rizwan?

Dedicated Deputy Registrar with over **12+** years of expertise in educational program management, student affairs, examination control, and degree program management. Adept at coordinating with various departments, resolving discrepancies, and maintaining compliance with institutional policies. Backed by solid credentials of MBA (Master of Business Administration Major in Finance) & MSPM (Master of Science in Project Management). This academic background, combined with my practical experiences, enhances my strategic decision-making capabilities and contributes to organizational success.

CAREER'S CHRONICLES

Deputy Registrar	Capital University of Science and Technology, Islamabad	01-01-2023	to	date
Assistant Registrar	Mohammad Ali Jinnah University Islamabad Campus	01-06-2013	to	31-12-2022
Internship	Telephone Industries of Pakistan, Haripur	15-06-2009	to	18-08-2009
Internship Operations	National Bank of Pakistan Main Branch Haripur	01-07-2007	to	30-06-2008

IN-SERVICE ACTIVITIES

- Prepared / Edited **Academic Calendar** for Spring \ Fall of Capital University of Science and Technology, Islamabad, comprising Rules and Regulations relating to academic matters of undergraduate and postgraduate degree programs
- **Resource Persons** for the preparation of different statistical reports for the Higher Education Commission HEC, New Intake & Graduates records of Engineering Programs Pakistan Engineering Commission PEC.
- **Member** of Unfair Means Inquiry Committee Meeting.
- **Member** of Convocation Committee.
- **Member** of the Scholarship Committee.
- Responsible for **Correspondence** with external organizations and institutions for verification of student academic records Draft and issue official correspondence to verify the credentials and academic standing of students and alumni.
- Nominated as **Focal Person** to prepare and submission of detailed student information to the Worker Welfare Board (**WWF**) to facilitate the release of payments on behalf of students.
- **Coordinated** with academic and administrative departments to resolve student issues, enforce disciplinary policies, and streamline communication between students and university management.
- **Represent** the Coordination Office by attending Executive Committee and Board of Advanced Studies and Research (BASR) meetings in the absence of the HoD Registration and Coordination.
- **Managed** student societies and facilitated collaboration for seminars, workshops, and university events.
- **Responsible** for planning and supervising Convocations and orientation programs activities, ensuring seamless execution, cross-departmental coordination, and high standards of protocol and student engagement.

IN-SERVICE TRAINING

- Attended Self Improvement Training workshop on “Time Management” at **Capital University of Science and Technology, Islamabad** from March 01, 2024.
- Attended First Aid Training- Pakistan Red Crescent Society at **Capital University of Science and Technology, Islamabad** from Sep 30, 2020.
- Attended Business Management Training under Khyber Pakhtunkhwa Hunermand Rozgar Scheme (PHRS) at **Haripur Chamber of Commerce Industries and Trade**. From January 05, 2020.

PARTICIPATIONS AT CAPITAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

Member of the Committee for:

- Printing & Purchase of Examination Material.
- Arranging Convocations Activities from December 2013 to till date.
- Preparation/Finalizing of Annual Budget of Examinations.
- Compile the Medals list.

Member of the Committee for

- Review of Admission Policies.
- Reviewing of Academic Calendar.
- Migration of students.
- Unfair Means Cases of students.
- Format of Transcripts
- Probe results of students.
- Orientation Activities.

Secretary of the Committee for:

- Preparation/finalizing of formats of degrees.
- Deciding Anomaly cases of students.
- Committee to resolve Credit Hours issue in the semester.
- Preparation of examination schedules and examination calendars.
- Evaluate issues related to student behavior during exams.

**PARTICIPATIONS AT MOHAMMAD ALI JINNAH UNIVERSITY,
ISLAMABAD CAMPUS**

- Collaborates with internal and external stakeholders to ensure the efficient operation of academic processes and the maintenance of accurate records in compliance with university policies and regulatory requirements.

Secretary of the Committee to:

- Assist in organizing statutory Committee Meetings, & Preparation of Agendas and minutes.
- Evaluate and verify medical document submission for completeness and authenticity.
- Finalize Dean's & Chancellor's Honor Rolls Certificates list.
- Consult with the vendors for Gowns, PhD Shields, Medals, and other materials related to the convocation.

ACADEMIC RECORDS

MS (PM) MS in Project Management	Riphah International University Islamabad	3.42 CGPA	2019
MBA Master in Business Administration	Mohammad Ali Jinnah University Islamabad	3.10 CGPA	2012
B.COM Bachelor of Commerce	Hazara University Mansehra	840/1100	2008
DCOM Intermediate in Commerce	Sarhad Collage of Commerce Haripur	878/1400	2005
SSC	Government High School No. 1 Haripur	446/850	2003

CORE STRENGTHS & ENABLING SKILLS

- Develop review and implement University Policies.
- Handling Student affairs Queries and Issues
- Regulatory Compliance in Academic Settings
- Management of Examination Venues and Scheduling
- Examination Policy Development
- Coordinates resources and timelines effectively.
- Coordinates with external stakeholders and accreditation bodies.
- Student Records Management
- Convocation Management
- Audit and Quality Control of Exam Processes
- Assessment and Evaluation Techniques.
- Exam Security and Integrity
- Implement Contingency Plan.
- Manage multiple tasks and deadlines.
- Use of Examination Management Systems
- Development and Maintenance of Examination Timetables
- Coordination with Faculty and Staff.
- Communication with Students on Exam Procedures
- Confidentiality of Data
- Handle disputes and appeals related to academic issues.
- Adopt changes in examination policies and technologies.

AWARD & PARTICIPATION

- Organizing Team 7th IBRC (International Business Research Conference) 2018 – Multidisciplinary Research in Management: Challenges and Prospects. “Capital University of Science and Technology Islamabad”.
- Organizing Team 8th IBRC (International Business Research Conference) 2019 – Excellence Through Sustainable Change in Management. “Capital University of Science and Technology Islamabad”.
- Organizing Team 9th IBRC (International Business Research Conference) 2021 – Business Sustainability in new Normal- A way forward. “Capital University of Science and Technology Islamabad”.
- Organizing Team 10th IBRC (International Business Research Conference) 2023 – Management Excellence Through Intelligent Business Solution. “Capital University of Science and Technology Islamabad”.
- Organizing Team 12th ABRC (Applied Business Research Conference) 2025 – AI & Sustainability: Redefining the Landscape of Management & Social Sciences. “Capital University of Science and Technology Islamabad”.