

MUHAMMAD JAMEEL AKHTAR



PERSONAL INFORMATION

Father's Name: Akhtar Hussain Rana
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OBJECTIVE

To secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

QUALIFICATION

B.Sc Engineering (Chemical) (16 Years)
B.Z. University Multan

WORK EXPERIENCE

18 Years

- Institute Manager** Aug 01, 2023 - Apr 16, 2024
The Hunar Foundation-Karachi
THF-Pakarab Technical Training Institute Multan
- Principal** Feb 20, 2007 - Jul 31, 2023
Punjab Vocational Training Council-Lahore
(Govt. of the Punjab)
Vocational Training Institutes
Distt. Bhakkar, Bahawalpur, Multan, Rajan Pur, Vehari
- Lecturer/HOD (DAE Chemical)** Sep 01, 2005 - Jul 07, 2006
Asian College of Technology Bahawalpur

MAJOR JOB RESPONSIBILITIES

- **Administration** : Administrative and Financial Control & Management of Campus include Security, Housekeeping, Infrastructure, Procurement, Admissions, Industrial Relations, Recruitment
- **Registration/Affiliation** : To plan & manage process & visits for registration/affiliation from different QABs
- **Student enrollment**
Helping the admission department with student enrollment activities, including class schedule data collection, student files management, and graduation-related tasks
- **Academic policies**
Interpreting academic policies to faculty and staff, and ensuring compliance with quality assurance guidelines
- **Student records**
Maintaining and preparing student records, and ensuring the proper collection and communication of student academic performance data
- **Reports**
Creating reports for regulatory filings, and contributing to institutional planning and research through statistical analyses
- **Staff**
Participating in the recruitment and selection of staff, and ensuring the effective management and development of staff
- **Processes**
Planning and implementing audit processes, and developing procedures to improve relevant operations
- **Collaboration**
Collaborating with others to recommend and implement continuous improvements in processes, procedures, and practices
- **Exams & Certifications** :
 - **Exam schedules**: Preparing and announcing schedules for semester and annual exams

- **Student registration:** Registering students for exams
- **Examination materials:** Arranging materials for the exam, such as question papers
- **Exam staff:** Appointing duties for exam staff (Internal & External)
- **Results:** Collecting results from examiners, processing, and announcing final results
- **Transcripts:** Preparing and issuing transcripts, interim transcripts, and Detail Marks Certificates (DMCs)
- **Degrees:** Issuing degrees to students
- **Academic records:** Maintaining academic records
- **Fairness:** Ensuring the exam process is fair and transparent
- **Resources:** Managing resources related to the exam process, such as exam papers and invigilation staff
- **Coordination:** Coordinating with other departments
- **Secrecy:** Ensuring the secrecy of examination information

- **Monitoring & Evaluation :** To monitor & evaluate the performance of staff

SKILLS

- Leadership
- Management
- Team Work
- Administration
- Time Management

COMPUTER SKILLS

- 1 IT Skills
- 2 Internet application

REFERENCES:

To be made available on request.