

Muhammad Kashif Riaz – (CHRP)

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OBJECTIVE

Having experience in Administration, HR, Teaching, and Financial Management in educational institutions and banking and I assure you of the growth and development of your prestigious organization that offers challenging opportunities.

CERTIFICATION

Certified Human Resource Professional (CHRP)
(PIPD-Institute of Professional Development)

July 2024 – November 2024

WORK EXPERIENCE

Manager (Roots IVY International Schools)

Oct 2021 – Present

Job Description:

Academic Management

- Develop and implement the A-Level academic timetable in coordination with department heads.
- Monitor and evaluate the quality of teaching and learning across A-Level subjects.
- Ensure alignment of curriculum delivery with the exam board specifications.
- Analyze academic performance data and implement improvement strategies.

Student Support

- Monitor student progress and provide academic counseling.
- Organize extra help sessions, workshops, and revision classes.
- Handle student concerns related to academic performance, workload, or subject choices.
- Guide students on university applications, including personal statements, references, and deadlines.

Administrative Duties

- Coordinate A-Level exam registration and liaise with the examinations officer.
- Maintain accurate records of student performance and attendance.
- Prepare reports for school leadership, parents, and external bodies as required.

Staff Coordination

- Support and supervise A-Level subject teachers.
- Facilitate regular departmental meetings and professional development sessions.
- Act as a point of contact between teachers, students, and school leadership regarding A-Level issues.

Communication

- Communicate regularly with parents regarding student progress.
- Organize A-Level information sessions, parent-teacher meetings, and open days.

Other Duties

- Head of HR Section
- Employee's ERP HR software working
- Staff Recruitment
- Preparing payroll after checking leave records and biometric record analysis.
- The orientation of new staff, faculty members & Students.
- Head of Cambridge Wing

- **HR/Admin Officer**
(Shifa College of Nursing, Shifa Tameer-e-Millat University)

Oct 2020 – Oct 2021

Job Description:

- Responsible for new vacancies advertisement, CV short listings, scheduling and finalizing interviews.
- Member of the hiring committee
- Maintenance of new employee records and update the old record.
- Preparing payroll after checking leave records and biometric record analysis.
- The orientation of new staff and faculty members.
- Faculty and staff Appraisal record keeping and updating
- Faculty PNC registrations
- Maintaining staff and faculty soft database
- Overtime sheets making and verifying from the biometric record
- Petty cash handling.
- Shift arrangements of Admin and housekeeping staff.
- Preparation of budget
- Supervising all admin staff in midst of all the above.
- All other general administrative functions.
- Engaging employees in different activities and team building.

- **Manager A levels**
(Roots IVY International Schools)

Sept 2015 – Sept 2020

Job Description:

- In-Charge Student Affairs / Admissions
- Student Counseling
- Student Portal
- Assisting students to identify their academic values and goals, consistent with their capabilities, interests, and educational backgrounds.
- Clarifying pertinent information and discussing the implications for students' academic success.
- Being accessible and available to students to respond to their questions and concerns.
- Clarifying academic policies, college regulations, program requirements, and procedures.
- Maintaining professional integrity, confidentiality, respect, and sensitivity in advising.
- Helping students define and develop educational plans; assisting in the selection of appropriate course work and opportunities to achieve students' goals.
- Respecting students' individual needs and diversity.
- Assisting students in independently monitoring their progress toward achieving their educational and career goals.
- General Administrative functions
- Responsible for providing support in various HR&D functions, including recruitment and selection, staffing, training and development, performance monitoring, and employee counseling per policies and procedures.

- **Lecturer (Northern University)**
Courses:

Mar 2014 – Sept 2014

- Strategic Management
- Small Business Management
- Human Resource Management
- Credit Management

- **Account Officer (Head Office Roots School System)**

April 2011 – July 2012

Job Description:

The responsibilities for 23 branches were:

- Financial Budgeting
- Payroll Processing
- Book Keeping
- Preparing bank payment vouchers and journal vouchers
- Posting of vouchers in Peachtree software
- Prepare bank reconciliation statements
- Preparing electricity working for different branches and ensuring the bills are paid on time
- Managing cash and meeting day-to-day requirements
- Making payments to vendors after fulfilling the requirements
- Preparing Financial Statements
- Account Maintenance
- Audit of Financial Data

EDUCATION

- **Master in Business Administration (MBA)** **2009-2011**
COMSATS Institute of Information Technology, Pakistan
- **Bachelors in Commerce (B.COM)** **2006-2008**
University of the Punjab, Pakistan

COMPUTER SKILLS

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| • ERP | • MS Project |
| • Sage 50 | • SPSS |
| • SAP | • Primavera |
| • Peachtree Software | • MS Office |
| • LMS | |

PERSONAL INFORMATION

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|-------------------|----------------------|
| • Father Name: | Muhammad Riaz (Late) |
| • Date of Birth: | August 23, 1988 |
| • CNIC #: | 37405-1840849-7 |
| • Marital Status: | Married |
| • Nationality: | Pakistani |

REFERENCES:

- Will be furnished if required.