

MANZOOR AHMED

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OBJECTIVE:

Seeking job in a competitive and professional organization where I can exert my energies with sincere commitment, gain skill and valuable experience and grow professionally.

PROFESSIONAL EXPERIENCE:

Designation: Assistant Director Administration

01/2021- Continue

Abasyn University Islamabad Campus
Islamabad

Responsibilities

- Manage administrative tasks at the campus.
- Supervise the management of mechanical transport.
- Handle procurement and related tasks.
- Monitor Performance against plans and set targets.
- Manage the compilation of performance information reports.
- Assist in budgeting and monitoring expenses.
- Manage the implementation of service delivery improvement strategies.
- Maintain scheduling of events and represent the company when needed.
- Manage staff and other resources.
- Support staff under supervision to develop and measure key performance indicators.
- Supervise staff as assigned, including providing regular professional support and coaching to supervisees, assessing their performance and recommending improvements they can make to achieve their annual objectives and project's goal in general.
- Coordinate planning and development activities.
- Provide overall management and supervision of the Hostels.
- Ensure campus security and advise security measures upon new development.
- Ensure the proper maintenance of machines.
- Promote energy conservation and implement effective energy management strategies.
- Fulfill duties as assigned by the director.

Designation: Manager Student Affairs

July/2018- 12/2020

Abasyn University Islamabad Campus
Islamabad

Responsibilities

- Primary responsible for smooth running of exam.
- Handing out and collecting examination paper and answer books.
- Responsible for the storage, collection and dispatching of examination papers on a timely manner.
- Issue transcripts and letters etc. (English Proficiency letter, Course Completion, Bonafide letter, Warning Letters).
- Entry of result and prepare gazette.
- Preparing degree cases.
- Preparing invigilation duty roster and assigning duties
- I served as member of the Examination Discipline Committee, University Welfare Committee.

- Develops and implements policies and procedures to improve operations and function of the department.
- Organizing and administering student records.
- Overseeing the student admissions and graduation process.
- Ensuring records are updated with new grades, attendance and finances.
- Update office policies as needed.
- Greeting and directing visitors, answering phone inquiries and handling complaints in a courteous, professional manner.
- Supporting department managers, staff, and Head of Campus.
- Organizing special functions and social events.
- Issues Clearance Certificates to the outgoing students.
- Attests the Academic Documents of the students for PEC Registration and Higher Studies.
- Provides the facilities of Boys Common Room and Girls Common Room including (Prayer Area) for Male and Female Students.
- Maintain an interface with the students and parent.

Designation: Internee

08/2015 – 02/2017

NARC, Islamabad

Responsibilities:

- Collecting data and checking field regularly
- Technical writing

Designation: Internee

08/2014 – 03/2015

Agriculture Research Station, Swabi

Responsibilities:

- Managing and checking maize crop growth
- Report writing

STUDY PROJECTS:

M.Sc. (Hons) Final Project

Title: To study interaction effect of Nitrogen fixing, PGPR, PSB and different genotypes of soybean on growth yield and quality attributes.

B.Sc. (Hons) Final Project

Title: Response of maize to various phosphate fertilizer at Swabi.

EDUCATIONAL QUALIFICATIONS:

2024 – Continue	MSPM (Project Management) Abasyn University Islamabad Campus, Islamabad
2015 – 2017	M.Sc. (Hons) Agriculture PMAS Arid Agriculture University Rawalpindi, Rawalpindi
2011 – 2015	B.Sc. (Hons) Agriculture Science University of Swabi, Swabi
2009 – 2011	Higher Secondary School Certificate (Pre-Engineering) Board of Intermediate and Secondary Education Mardan Government Post Graduate College, Swabi
2007 – 2009	Secondary School Certificate (Science)

Federal Board of Intermediate and Secondary Education GIKI
School and College, Topi, Swabi

LANGUAGE COMPETEN

- English (Writing, Speaking, Reading)
- Urdu (Writing, Speaking, Reading)
- Pashto (Mother Tongue)

INTERPERSONAL SKILLS:

- Proactive and target oriented
- Confident and Determined
- Team player
- Project Management
- Good Social and presentation skills
- Ability to work and perform under pressure

COMPUTER SKILL:

- Microsoft Office
- Good knowledge of Internet
- SPSS

REFERENCES:

- Dr. Yousaf Jamal
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