

## EDUCATION

### **Master of Science (Management Sciences) 18 Years**

Bahria University Islamabad

Graduated: 2021

### **Master of Business Administration, (Marketing) 16 Years**

Preston University Islamabad

Graduated 2012

### **Bachelor of Commerce**

Govt. College of Commerce Jhang

Graduated 2008

### **Foundation in Science Certificate (Pre-Engineering)**

Govt. Degree College Jhang

Graduated 2006

## WORK EXPERIENCE

### 1. **SEP-20 TO MAY-25--ASSITANT CONTROLLER--HEALTH SERVICES ACADAMY**

- Responsible to collect/compile semester Examination results from faculty and to be submitted Controller Examination.
- Responsible for email correspondence to students /faculty/supervisor/ Co supervisors/ Externals/ Internals regarding submission of results On Job Practicum reports.
- Responsible to generate email to all Supervisor/Co-supervisors regarding checking the status of the students under their supervision.
- To get filled student's registration form for the registration with the consultation of Assistant Registrar.
- Responsible for managing compiling On-Jab Practicum reports results certificates and other students documents such as Transcript, Provisional & clearance certificates for degree issuance with the consultation of Assistant Registrar
- Responsible for Initiating External/ internal facilitator file for payment of MSPH/EMSPH/Evening MSPH/HRH/HEM/MEDVC/FCPS/PhD
- Responsible to manage IRB and Thesis defense related activities.
- To collect synopsis/thesis/ dissertation dually approved, signed and forwarded by assigned supervisor.
- To collect log book email approval of MSPH/EMSPH/Evening MSPH/HRH/HEM/MEDVC/FCPS/PhD in Registrar Office before IRB Defense.
- Responsible for functioning for Alumni Network

2. **DEC 2014 – AUG 2020 - EXAM COORDINATOR – AIR UNIVERSITY - ISLAMABAD**
- Developing Examinations and Assessment strategies and associated policies, in conjunction with the Director of Undergraduate Studies and Head of Department
  - Attending Faculty Examiners' Meetings and maintaining records of their outcomes;
  - Producing records of discussions and action taken, including formal minutes of the Program Examiners' Meetings.
  - Liaison with the University Examinations Office as required, and to respond to all requests for information from that Office.
  - Receiving, checking and printing of examination papers according to Instructions.
  - Carry out a final check of module marks for accuracy prior entering them into Automation, and a further check after entering has been completed
  - Keeping up to date with all examination requirements and ensure that staff and students are aware of the relevant regulations, communicating these as necessary.
  - Ensuring examination papers are dispatched to the exam board/examiners as required by the regulations.
2. **SEP 2011 – DEC 2014 – CUSTOMER SUPPORT OFFICER – ZONG - ISLAMABAD**
- Data mining & Departmental Questioner and surveys development
  - Evaluate demographics, prices, distribution channels, and marketing outlets
  - Preparing daily, weekly & monthly team Performance report
  - Preparing Contact Center monthly 3G/4G CS Presentation
  - Complete concept-testing for new products & Evaluate market penetration
  - Develop a schedule for project completion that effectively allocates the resources

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## **ACHIEVEMENTS & AWARDS**

- Two Day workshop course on Self-confidence & Self Esteem PMI Islamabad 2015
- One Day Seminar on Institution Performance Evaluation 2015
- Part of Projects “Customer Journey Mapping, 3G/4G Hand Holding Prepaid Usage Alert”
- Three-time Part of the “Team of the Month” 2012
- Four-time 1st Prize holder ICMAP Paper Presentation 2013-16
- Runner-up NASCON Business Plan Competition 2011
- 1st Prize holder Inter University Competition of Business Plan 2010
- 1st Prize holder Brand War Competition Preston University 2010

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## **SOFT SKILLS**

MS Excel    MS PowerPoint    MS Word    Camtasia Studio

## **INTEREST & HOBBIES**

Music, Traveling, Cricket, Sketching, V-logging

## **REFERENCES**

1. Ali Haider    Assistant Director QEC – Health Services Academy Islamabad – 0301-2752486
2. Hira Toheed    Assistant Director Exam - Bahria University Islamabad – 0332-5108203
3. Iqbal Javed    Assistant Director Exam – Air University Islamabad – 0335-5150466