

SYED JAZIB SHAMIM

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OBJECTIVE

I'm looking for full-time work in the education and social sciences industry.

PERSONAL STATEMENT

A highly organized and proactive office professional with over seven years of experience in academic administration, quality assurance, recruitment processes, and public communications. I have worked in both leadership and support roles within universities and international organizations, gaining a versatile skill set in document management, committee coordination, HR support, and stakeholder communication. Adaptable, detail-oriented, and skilled in multicultural environments, I am now seeking opportunities in New Zealand where I can contribute to efficient office operations and support organizational goals in public, private, or educational institutions. I bring a strong work ethic, a willingness to learn, and a calm, professional presence in fast-paced and diverse workplaces.

WORK HISTORY

Women University Swabi

Swabi, Pakistan
Dec 2021 - Present

● Deputy Director, Quality Enhancement Cell and Office of Research, Innovation and Commercialization

I work on quality assurance mechanisms adopted by the university, academic planning, policy making and implementation of quality education standards. I also work to liaison the university with local industry, international universities and government institutions for research grants, funding and projects.

- Academic Planning
- Policy making
- Academic governance
- Quality Assurance
- Industry linkages
- Evaluation and Monitoring
- Academic and financial sustainability

Women University Swabi

Swabi, Pakistan
Sep 2020 - Dec 2021

● Public Relations Officer/Staff Officer

I established the Public Relations Office of the university and served as Staff Officer to the Vice Chancellor.

- Public Relations
- Stakeholders Engagement
- Media Planning
- Coordination
- Office Management

Iqra University

Karachi, Pakistan
Oct 2017 - Jan 2020

● Documentation Officer/Media Focal Person

Played a key role in managing admissions documentation for master's and PhD programs and supported the Registrar in institutional operations. Led university-wide media coverage and advised top leadership, including the Chancellor, on communication and governance matters.

- Documentation
- Admissions
- Office Management
- Media Planning
- Stakeholder Engagement
- Academic Advising

QUALIFICATIONS

University of Karachi

Karachi, Pakistan
2014 - 2016

● Master of Arts

International Relations

University of Karachi

Karachi, Pakistan
2012 - 2013

Chiniot Islamia School

Karachi, Pakistan
2011



Bachelor of Arts

Mass Communication, International Relations and Sociology



Intermediate

TECHNICAL SKILLS

- Academic Administration
- Stakeholder Engagement
- Policy Making
- Media Planning
- Research Support
- Office Management
- Communication
- Academic planning
- Team Management
- Crisis Management

PERSONAL SKILLS

Positive Attitude

Maintained professionalism and commitment in challenging institutional and cultural environments.

Diversity Awareness / Cultural Competency

Experienced in working across diverse ethnic, linguistic, and institutional contexts, demonstrating respect, adaptability, and inclusive communication in multicultural environments.

Effective Communication

Skilled in both written and verbal communication across academic, administrative, and public domains.

Self-Management

Proven ability to manage multiple high-responsibility roles simultaneously with independence and efficiency.

Teamwork

Successfully collaborated with colleagues, committees, and interdepartmental teams in diverse roles.

Resilience

Demonstrated adaptability and performance in varied work cultures, including relocation from Karachi to Swabi.

Conflict Awareness and Resolution

Handled cross-cultural misunderstandings with tact and maturity, reinforcing collaborative problem-solving and unity.

COMMUNITY & VOLUNTEER EXPERIENCE

Karachi University Model United Nations Society

Karachi, Pakistan
Mar 2015 - Dec 2015



President

Spearheaded the establishment of the university's first-ever Model United Nations Society. Served as its Founding Secretary General in 2014, and President in 2015 and 2016.

ACHIEVEMENTS

Prime Minister Laptop Scheme Recipient

2016

Awarded by the Government of Pakistan for outstanding academic performance during graduate studies under the national merit-based Prime Minister's Laptop Scheme.

INTERESTS

- Policy & Governance
- Community Engagement
- Event Planning
- Public Speaking
- Cross-Cultural Exchange

REFEREES

Referees available on request.