

ZEESHAN ALI

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PROFESSIONAL SUMMARY

Detail-oriented and proactive **Post Graduate Coordinator** with **5+ years of experience** in academic administration, student affairs, and event management at **Shifa Tameer-e-Millat University**. Adept at **admission processing, record management, student counseling, and academic event coordination**. Strong organizational, communication, and IT skills with a commitment to efficiency and teamwork.

WORK EXPERIENCE

1- Post Graduate Coordinator

Department of Clinical Psychology, Shifa Tameer-e-Millat University, Islamabad
(February 2023 – Present)

Academic Administration & Planning

- Designed and implemented the annual academic calendar, ensuring alignment with university policies and regulatory requirements.
- Scheduled and coordinated semester timelines, examination periods, and faculty meetings to optimize departmental operations.
- Maintained comprehensive student and faculty records, ensuring accuracy and confidentiality in compliance with data protection policies.
- Developed and updated student dossiers, including academic progress, attendance, and disciplinary records.

Event & Conference Management

- Successfully organized and executed international and national conferences, seminars, and workshops, managing logistics, guest speakers, and participant registrations.

- Served as an active member of the Convocation Committee, overseeing graduation ceremonies, student awards, and official documentation.
- Coordinated orientation programs, student welcome sessions, and alumni engagement activities to foster a supportive academic community.

Admissions & Student Recruitment

- Led the full admissions cycle, from marketing campaigns to final enrollment, ensuring a smooth and transparent process.
- Developed strategic admission plans, including digital and print advertisements, open house events, and university fairs.
- Managed entrance test logistics, including venue booking, invigilator assignments, and applicant communication.
- Conducted document verification for applicants, ensuring compliance with university admission criteria.
- Prepared and issued admission test cards, merit lists, and offer letters, maintaining fairness and transparency.
- Provided personalized counseling to prospective students and parents, addressing queries on programs, fees, and career prospects.

Financial & Administrative Coordination

- Collaborated with the accounts department to develop fee submission plans, payment schedules, and financial aid options for students.
- Generated and distributed fee vouchers, tracking payment statuses and resolving billing discrepancies.
- Maintained a real-time database of applicants (selected/rejected) for reporting and future reference.

Student Engagement & Support

- Designed and promoted sports and extracurricular activities to enhance student well-being and campus involvement.
- Actively managed the department's social media platforms, increasing engagement through updates, event promotions, and student achievements.

- Served as a liaison between faculty, students, and parents, addressing concerns and facilitating smooth communication.
- Drafted and dispatched official letters, notices, and circulars for students and faculty.

Technology & Systems Management

- Utilized university admission portals to process applications, collect fees, and update student records.
- Ensured digital and physical filing systems were maintained for quick retrieval of academic and administrative documents.

2- Computer Operator + Coordinator (Student Affairs)

Department of Clinical Psychology, Shifa Tameer-e-Millat University, Islamabad

(Feb 2020 – Feb 2023)

- Spearheaded **admission processes**, including database management, fee collection, and applicant communication.
- Coordinated **orientation programs, entrance tests, and interviews** for prospective students.
- Liaised with the **accounts department** to track student dues, sponsorships, and financial records.
- Maintained **digital and physical filing systems** for student progress and administrative documents.

3- Accountant + Data Entry Operator

Qaiser Electronics, Islamabad

(Jan 2019 – Jan 2020)

- Managed **company accounts**, financial records, and transaction documentation.
 - Maintained databases for customer calls, emails, and visitor logs.
 - Assisted the Branch Manager in daily administrative tasks.
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EDUCATION

- **M.A**

Punjab University | 2022–2024

- **B.Com**

I.M.P.C.C, I-8/4, Islamabad (Affiliated with Quaid-e-Azam University) | 2017–2019

- **I.Com**

Karlot Residential College, Islamabad (Federal Board) | 2015–2017

- **Matriculation**

Karlot Residential College, Islamabad (Federal Board) | 2013–2015

SKILLS

- **Administrative Skills:** Academic Scheduling, Record Keeping, Event Coordination
 - **Technical Skills:** MS Office (Word, Excel, PowerPoint), Database Management
 - **Soft Skills:** Communication, Counseling, Team Leadership, Problem-Solving
 - **Languages:** English (Fluent), Urdu (Fluent), Punjabi (Native)
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CERTIFICATIONS & TRAINING

- **Hifz e Quran**

Wifaq Ul Madaris (2008-2012)

- **Organizer of the International Conference**

International Conference on Islamic Psychology, Islamabad, Pakistan (2025)

ADDITIONAL INFORMATION

- **Father's Name:** Ali Akbar
- **NIC No:** 61101-7410756-5
- **Date of Birth:** 15-October-1995
- **Nationality:** Pakistani
- **Marital Status:** Single
- **Religion:** Islam
- **Domicile:** Islamabad

REFERENCES

Available upon request.
