

Raza Ali Abdi

Registration & Exams

Energetic and optimistic resource with over 5 years of experience in implementing institutional policies and procedures



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📍 Rawalpindi, Pakistan

WORK EXPERIENCE

Deputy Registrar/Deputy Controller of Examination

Barani Institute of Management Sciences

05/2019 - Present

Rawalpindi

Responsibilities

- Responsible for Enrollment Management, Curriculum Management, Duty Roster and Student Records.
- Handle new enrollment of students and record of transcripts and degrees issued to existing students.
- Maintain and verify students' academic credential records.
- Develop and manage the academic timetable for degree programs.
- Provide support to students regarding course registrations, timetable issues, and academic guidance.
- Plan, schedule and organize exams and maintain physical record of exams and results. Maintain and update student's attendance during Exams.
- Maintain confidentiality and integrity of students' academic records.
- Maintain and monitor the database for student records, registration, and faculty, in accordance with the PMAS-AAUR policies, guidelines of the Higher Education Commission (HEC), and the requirements of accrediting agencies such as National Computing Education Accreditation Council (NCEAC).
- Maintain and verify students' academic credential records.
- Manage and oversee the allocation of courses to teachers.

Assistant (Exams)

National College of Commerce

12/2017 - 05/2019

Burewala

Responsibilities

- Monitor invigilation duties during examinations
- Maintain record of invigilation duties and ensure strict compliance with rules & regulations
- Handle record of transcripts and degrees issued
- Keep all results or track sheet in sequence and department wise and maintain all records

EDUCATION

BBA (Human Resource Management)

GC University, Faisalabad

2013 - 2017

SKILLS

Campus Management System

University Management System

Leadership

Team player

Analytical skills

Ms Office

VOLUNTEER EXPERIENCE

District Coordinator

YAROH-Youth a Ray of Hope

2017 - 2020

LANGUAGES

English

Full Professional Proficiency

Urdu

Native or Bilingual Proficiency

Punjabi

Native or Bilingual Proficiency

INTERESTS

Cricket

Event management