

DAREEMA ALI

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Career Objective

Secure a position where I can use my skills and knowledge to contribute to the overall goals of organization while enhancing my professional capabilities.

Skills & Extra Curricular Activities

- MS Office
- Internet & E-Mail.
- Proficiency in Computer Operations.
- Having Good Communication Skills.
- Creative in Team Work.
- I up to date myself through Internet surfing/Browsing, Books & other different styles.

Workshops/Seminars

- Attended workshop on "Women Managers" at Preston University Islamabad
- Attended "Career Counselling Symposium" organized by British Council
- Attended Workshop on "Stress Management" organized by MAJU
- Attended Seminar on "ISO Certification 9001".

Work History

Deputy Manager Student Affairs – 02/06/2008 till to Date Foundation University Islamabad

- Act as Asst. Quality Management Representative (AQMR) and overall responsible for establishing, implementing the quality system within the department.
- Responsible for determining scope, criteria, frequency and methodology of quality system within the department.
- Keeping the parents informed regarding fee defaulters, probations and discipline cases.
- Act as a secretary of Campus Discipline Committee, Anti-Harassment Committee, Need Based Scholarship (FAP), Merit Scholarship, Welfare Fund, Extra Curricular Committee, Migration Committee and Member of Unfair Means Committee.
- Assist in all academic activities programs as assigned by MSA.
- Coordinate and Conduct events, Seminar and Workshops.
- Conduct the Societies events.
- Conduct the Sports Activities including Sports Week.
- Conduct Orientation for the fresh students.
- Conduct Convocation.
- Process Student Transcript and Degree Cases.
- Coordinate the Alumni Dinner.
- Initiation of day-to-day cases of students to MSA with reason/proposed recommendations.

Visiting MS Faculty Member – From 01-02-2010 to 18-06-2011 Foundation University Rawalpindi Campus

Teaching Assistant – From 01-09-2005 to 01-09-2006 APCOMS Rawalpindi

Education

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|-------------------|---|
| • MS (Marketing) | Foundation University Islamabad |
| • MBA (Marketing) | University of Modern Languages & Sciences |
| • BBA Hons. | University of Modern Languages & Sciences |
| • Intermediate | FBISE |
| • Matriculation | RBISE |