

KAMRAN ZAFAR

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OBJECTIVE	Seeking a position in a dynamic organization that offers opportunities for career growth, where I can leverage my administrative and managerial expertise to drive organizational success and contribute to long-term advancement.
BRIEF SUMMARY	Currently serving as the Deputy Manager Academics at Islamic International Medical College, Riphah International University. Holds an MS (MSBA) in Business Administration from the National University of Modern Languages, with over 13 years of experience in management, academic coordination, curriculum and assessment, human resources, and project planning and execution.
AWARD	ASPIRE Award 2025 (Global Recognition) Honored to be part of IIMC's achievement in receiving the prestigious ASPIRE Award 2025 — a global recognition for excellence in medical education. Grateful for the appreciation from IIMC leadership on this milestone.
EXPERIENCE	Deputy Manager Academics / Project Manager <i>Riphah International University, Rawalpindi</i> email: kamran.zafar@riphah.edu.pk <u>Currently Working - Joined on 18th February, 2016</u> (9 Years & 4 Months) ROLES & RESPONSIBILITIES Curriculum Coordination Office: • Overseeing the operations of the Curriculum Coordination Office. • Liaising with medical education committees to foster collaboration. • Managing records and ensuring effective document control. • Coordinating the integrated curriculum, program evaluation, assessment, and overall project management. Curriculum Coordinator: • Managing the integrated curriculum and ensuring its effective implementation. • Overseeing the scheduling and administration of integrated modules and timetables. • Coordinating the allocation and management of college venues. • Organizing and supervising students' clinical rotations at teaching hospitals. • Supporting the Curriculum Committee in curriculum revision and updates, including the calculation and documentation of teaching hours.

	• Scheduling and facilitating Curriculum Committee meetings, recording minutes, and ensuring follow-up on action items. • Implementing curriculum updates and changes as required. • Managing curriculum-related documentation and printing study guides. Medical Education Committees: • Providing support to key medical education committees, including the Curriculum Committee, Assessment Committee, Program Evaluation Committee, and Faculty Development Committee. • Coordinating meeting schedules and recording minutes. • Gathering and analyzing student feedback to evaluate academic processes. • Conducting academic audits and presenting deviation reports during college meetings. Assessment Cell: • Managing the entire assessment system and related processes. • Generating and monitoring teaching hours. • Designing assessment blueprints (TOS for MCQs and OSPEs). • Collecting MCQs aligned with the blueprint (TOS). • Conducting quality reviews of assessment materials prior to exams. • Submitting finalized exam papers to the examination department ahead of schedule. • Conducting post-examination reviews of assessment materials. • Piloting assessments on the Moodle platform. • Developing a comprehensive MCQ bank and contributing to software automation for assessment procedures. Project Manager (IIMC): • Serving as the Project Manager at IIMC. • Leading, executing, and completing multiple projects. • Collaborating across departments to ensure successful project outcomes. • Utilizing MS Project (server-based) to manage timelines and deliverables. • Working closely with senior management to define and achieve five-year institutional goals. Documentation for PMDC: • Preparing curriculum and assessment documentation for PMDC inspections. • Creating evidence portfolios and hyperlink references to support inspection responses.
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	• Calculating teaching hours in compliance with PMDC standards. • Preparing both hard and digital copies of required documents for inspection purposes. PREVIOUS EXPERIENCES (4 Years) Executive Assistant <u>Islamabad Medical and Dental College, Islamabad</u> www.imdcollege.edu.pk From 24th November, 2014 to 31st March, 2015 • Office Management • Scheduling & Coordination • Curriculum and Study Guide Dissemination • Staff / Students' Attendance Management • IT Support & Data Management • Department Procurement Teacher <u>Allama Iqbal Model School (AIMS)</u> From 1st January 2014 to 30th Sept 2014 • Teacher - Computer Sciences Coordination Officer <u>Medera Pharmaceuticals (Pvt.) Ltd.</u> 1st January, 2011 to 31st Dec, 2013 • PS to CEO • Coordination with Field Staff • Liaison with CEO and Management • Meticulous Event's Organizer • Insurance Coordination • Meetings, Calendars and Communication Lecturer <u>Rawal College of Commerce</u> From 1st January 2010 to 31st Dec 2010 • Faculty Member – Accounting and Introduction to Business
CERTIFICATIONS	Post Graduate Course in Educational Assessment <u>Riphah Institute of Assessment / Riphah International University</u> January 2025 Initiating and Planning Projects <u>University of California, Irvine - Coursera</u> January 2018 Grade Achieved: 98.4% For Verification: https://www.coursera.org/account/accomplishments/verify/M8D228BZ64T5

	Learning How To Learn: Powerful Mental Tools To Help You Master Tough Subjects <u>University of California, San Diego - Coursera.</u> October 2017 Grade Achieved: 83% For Verification: https://www.coursera.org/account/accomplishments/certificate/XPYLHZ66EDEB Team Management (Workshop) <u>Riphah International University</u> October 2016 BLS – Flood / Disaster Management <u>Alkhidmat Foundation Pakistan</u> 11th - 14th June 2015 Certificate of Basic Life Support (Rescue Training) <u>Shifa International Hospital, Islamabad</u> 18th July 2014 Certificate of Participation (Research Paper Presentation) International Conference on Contemporary and Emerging Trends in Business and Management <u>ICBM-2012 NUML</u> 12-13 December 2012
ACADEMIC CREDENTIALS	MBA (MSBA) 18 years 2014 (MS) CGPA: 3.01 <i>National University Of Modern Languages, Islamabad.</i> Bachelor of Commerce (IT) 2009 <i>Punjab College of Commerce / University of the Punjab</i> Intermediate of Commerce 2007 <i>Nicon Institute / Federal Board</i> Matric (Computer Science) 2005 <i>F.G. Cantt Public School, Rawalpindi / Federal Board</i>
SKILLS	MS-Word / Excel MS-Project & Server MS-Power Point Moodle VLE Static Web designing Search Engine Optimization Hardware / Software Trouble Shooting Networking LAN / Wi-Fi

REFERENCES	Prof. Dr. Muhammad Ayaz Bhatti HOD Community Medicine <i>Islamic International Medical College (RIU)</i> Email: ayaz.bhatti@riphah.edu.pk Cell: 0333-5146775 Dr. Usman Zafar MS Razi Hospital / Associate Professor IMDC <i>Razi Hospital Rawalpindi / Islamabad Medical & Dental College</i> Email: usman.cheema@yahoo.com Cell: 0333-5723685
PERSONAL INFORMATON	Father's Name: Zafar Iqbal Siddiqui N.I.C No: 37405-0284397-9 Date of Birth: 30th September 1989 Domicile: Rawalpindi, Punjab Email: ehsankzs@gmail.com