

MUHAMMAD SALMAN ASHRAF

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Professional Summary

Dedicated and detail-oriented academic administrator, lecturer, and finance professional with over 7 years of experience in academic management, student affairs, regulatory compliance, and institutional development. Proven track record of handling academic documentation, guiding faculty and students on policies, and ensuring compliance with HEC and university guidelines. Experienced in coordinating with internal departments to deliver streamlined academic services and maintain high academic standards.

Professional Experience

CSD Head Office – Saddar, Rawalpindi

Internal Auditor | 2024 – 2025

- Conduct internal audits, policy reviews, and ensure compliance with institutional controls.
- Maintain secure and confidential financial and operational records.
- Communicate with regulatory bodies for audit compliance.

Navegal Laboratories

Assistant Manager Finance | 2024

- Handled financial planning, budgeting, and external reporting.
- Supported internal decision-making with structured financial insights.

AGS College of Education (Affiliated with University of Education, Lahore)

Manager Finance & Academic Coordinator | 2021 – 2024

- Maintained complete academic records and issued migration, enrollment, withdrawal, and degree documents.
- Acted as the primary liaison with the University of Education regarding academic correspondence and reporting.
- Guided faculty and students on institutional policies, examination procedures, and course registration.
- Managed alumni records and coordinated with other departments to streamline academic services.
- Planned academic calendars, verified degrees, and supported graduation formalities.

Punjab Group of Colleges

Lecturer & Academic Administrator | 2022 – 2024

- Delivered lectures to undergraduate commerce students on subjects like Accounting, Business Law, and Economics.

- Managed student attendance, results compilation, and academic record-keeping.
- Coordinated academic schedules, examination arrangements, and policy implementation at the campus level.
- Counseled students on course selection, migration, and academic performance improvement strategies.

Superior Group of Colleges

Lecturer | 2018 – 2022

- Taught commerce courses including Business Law, Accounting, and Economics at the intermediate and BS levels.
- Coordinated academic operations including timetable design, exam planning, and student documentation.
- Facilitated the issuance of academic certificates, migration letters, and internal assessment reports.
- Acted as a liaison between students, faculty, and administrative departments for academic matters.
- Participated in academic audits and contributed to improving academic policies and procedures.

Education

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| • MSMS | SZABIST Islamabad | CGPA: 3.53 |
| • M.Com Finance | Virtual University of Pakistan (2018-2020) | CGPA: 3.40 |
| • B.Com | University of Punjab (2016 – 2018) | 59% |
| • Chartered Accountancy (ICAP) | – 10 Papers Passed | |
| • F.Sc Pre-Engineering | FBISE (2012-2013) | 60% |
| • Matriculation | FBISE (2010-2012) | 68% |

Skills & Expertise

- Academic Operations & Compliance (HEC, University)
- Student Record & Certificate Management
- Academic Calendar Development & Scheduling
- Course Registration, Migration & Withdrawals
- Examination Coordination & Degree Verification
- Faculty & Student Advisory Support
- ERP, EMS, QuickBooks, MS Office

Languages

Urdu | English | Punjabi

Hobbies

Financial Literacy | Data Analysis | Traveling

References

Available on request