

Muhammad Adeel

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PROFESSIONAL PROFILE

- Experienced university administrator with over 10 years of diverse experience in secretarial, administrative, and examination coordination roles within academic institutions.
- Strong leadership and organizational skills, with a focus on process improvement, data management, and cross-departmental coordination.
- Proven ability to streamline administrative operations, manage student records, and ensure compliance with academic policies.
- Detail-oriented with excellent problem-solving abilities and a track record of enhancing institutional efficiency.
- Adept at managing sensitive data, maintaining confidentiality, and ensuring adherence to university regulations.

PROFESSIONAL EXPERIENCE

Senior Coordinator, Department of Clinical Psychology

Shifa Tameer-e-Millat University, Islamabad

October 18, 2024 – Present

Administrative Duties

- Coordinate and oversee daily operations within the department, ensuring smooth and efficient workflows.
- Act as a liaison between faculty, staff, and administrative offices.
- Maintain departmental records, including schedules, meeting minutes, and academic data.
- Prepare and disseminate circulars, memos, and official correspondence as directed by the Head of the Department.

Academic Coordination

- Assist in the planning and execution of academic events such as seminars and workshops.
- Coordinate faculty workload schedules and ensure adherence to university guidelines.
- Facilitate the preparation of course outlines, exam schedules, and classroom allocation.

Student Affairs

- Serve as the primary point of contact for student inquiries, concerns, and requests.
- Provide academic counseling and guidance to students in collaboration with faculty.
- Handle student complaints and escalate unresolved issues to the appropriate authorities.

Budget and Financial Management

- Assist in the preparation and monitoring of the departmental budget, ensuring proper allocation of funds for various activities.
- Oversee the preparation of remuneration for visiting faculty, including ensuring timely payments and accurate documentation.
- Manage remuneration and honoraria for internal and external examiners, ensuring compliance with university policies.
- Handle petty cash management, ensuring accurate record-keeping and compliance with financial regulations.

Internal Audit and Compliance

- Coordinate with the internal audit department to ensure compliance with financial and operational procedures.
- Address and respond to observations and recommendations raised by internal audits, implementing corrective actions as necessary.

Team Supervision

- Supervise junior coordinators, clerical staff, and interns within the department.
- Conduct training sessions for new hires and ensure their alignment with university protocols.
- Facilitate conflict resolution and promote a positive work environment.

Event Management

- Plan and organize departmental events, including orientation sessions and convocations.
- Coordinate logistics for events, such as venue setup, invitations, and technical support.
- Collaborate with marketing and communication teams to promote events effectively.

- **Event Management: International Conference on "Reviving Transpersonal Psychology through the Decolonial Lens of Islamic Psychology (IPCON 2025)"**

Conference Overview: Successfully organized and executed the International Conference on "Reviving Transpersonal Psychology through the Decolonial Lens of Islamic Psychology (IPCON 2025)," held on January 29, 2025, at STMU.

Budget Planning and Management:

Prepared and managed a budget for the conference, ensuring optimal allocation of funds for venue booking, guest speakers, refreshments, and technical support. Negotiated with vendors for cost-effective solutions,

Venue Setup and Logistics:

Coordinated with the university's facilities management team to arrange a 400-seat auditorium, breakout rooms, and exhibition spaces.

Oversaw the setup of audio-visual equipment, including projectors, microphones, and live-streaming tools for hybrid participation.

Registration and Participant Management:

Designed and implemented an online and on desk registration system using Eventbrite, managing over 300 participants, including international delegates.

Prepared welcome kits, including conference schedules, name tags, and informational brochures.

Refreshment Arrangements:

Organized catering services for breakfast, lunch, and tea breaks, accommodating dietary restrictions and preferences.

Ensured high-quality service and timely delivery of refreshments to all attendees.

Guest Speaker Coordination:

Liaised with 15 international and national speakers, managing their travel, accommodation, and honoraria.

Prepared and distributed speaker guidelines, presentation templates, and schedules.

Marketing and Promotion:

Collaborated with the university's marketing team to design promotional materials, including posters, social media campaigns, and email newsletters.

Ensured widespread coverage of the event through press releases and media partnerships.

Post-Conference Activities:

Compiled and analyzed feedback from participants to assess the success of the event.

Prepared a comprehensive post-conference report, including financial summaries and recommendations for future events.

Secretary, Department of Clinical Psychology

Shifa Tameer-e-Millat University, Islamabad

February 1, 2017 – October 17, 2024

- Administered the department's daily operations, ensuring timely processing of documentation, communications, and meeting arrangements.
- Supported the admission process, from application review and interview scheduling to post-admission coordination, maintaining databases of applicants and ensuring compliance with admission policies.
- Managed student records, ensured accuracy in student data, and collaborated with the registrar's office on student eligibility for examinations.
- Developed academic calendars, class schedules, and coordinated the smooth execution of events, including orientation, interviews, and convocation ceremonies.
- Provided HR support by maintaining faculty records and coordinating with departments to resolve queries and approve academic documents.
- Supervised administrative staff, maintained office supply inventory, and managed financial matters related to faculty payments.
- Key contributor to process optimization efforts, enhancing communication channels and reducing workflow bottlenecks.

Examination Assistant (Additional Charge), Department of Clinical Psychology

Shifa Tameer-e-Millat University

February 1, 2017 – Present

- Assisted in the planning and execution of both physical and online examinations, ensuring adherence to university standards and policies.
- Prepared exam schedules, eligibility lists, and communicated with internal and external examiners to ensure the smooth flow of examination procedures.
- Maintained the confidentiality of sensitive exam-related data, managed exam logistics, and supported the examination committee with detailed reports on examination outcomes and procedures.
- Actively coordinated with the Registrar's Office for student record validation and examination eligibility.

Office Assistant

All Pakistan Women Association (APWA)

April 1, 2011 – January 31, 2017

- Provided comprehensive administrative support to senior management, coordinating meetings, maintaining contact lists, and handling office supplies.
- Managed correspondence, travel arrangements, and assisted with report generation for organizational projects.
- Oversaw inventory control, IT equipment management, and ensured smooth operation of office facilities.

Office Assistant

Gender and Psychological Services Center (GAPS)

March 2009 – July 2010

- Assisted in managing internal databases, organizing meetings, and maintaining accurate records of visitors and stakeholders.
- Handled confidential correspondence and provided administrative support to senior management and department heads.

KEY ACHIEVEMENTS

- Successfully coordinated multiple university-level events, including admission drives, orientation ceremonies, and graduation convocation, ensuring seamless execution and positive feedback from stakeholders.
- Played a pivotal role in optimizing department workflows, reducing processing time for student documentation by 30%, and increasing overall efficiency in data management.
- Developed and implemented an online filing system that improved record-keeping accuracy and accessibility across multiple departments.
- Supported the examination committee in the transition to online examination formats during the COVID-19 pandemic, ensuring compliance with academic policies.

SKILLS & EXPERTISE

- **Academic Administration:** Expertise in managing academic records, student databases, admission processes, and exam coordination in compliance with university policies.
- **Data Management:** Proficient in maintaining and updating student records, developing database systems, and ensuring data integrity.

- **Process Improvement:** Proven ability to identify inefficiencies and implement streamlined workflows, improving administrative performance.
- **Communication & Collaboration:** Strong communication skills, fostering collaboration between departments and ensuring alignment with university goals.
- **Event Coordination:** Experience in organizing university events, including entrance tests, interviews, and convocations.
- **Human Resources Support:** Adept at managing faculty and staff records, including contract management, payroll coordination, and recruitment support.
- **Confidentiality:** Committed to maintaining the highest levels of confidentiality and data security.
- **Technical Skills:** Proficient in MS Office (Word, Excel, PowerPoint), InPage (Urdu typing), and internet utilities.

ACADEMIC QUALIFICATIONS

- M.A., Punjab University (2024)
- B.A., Punjab University (2012)
- F.A., Federal Board (2006)
- Matriculation, Federal Board (2004)

COMPUTER SKILLS

- Proficient in MS Windows installation and administration
- MS Office Suite: Word, Excel, PowerPoint
- Urdu Typing (InPage)
- Internet utility and data management software

PERSONAL INFORMATION

- **Father's Name:** Fayyaz Muhammad
- **NIC:** 61101-9507917-5
- **Date of Birth:** November 30, 1987
- **Nationality:** Pakistani
- **Marital Status:** Married
- **Religion:** Islam
- **Domicile:** Islamabad