



Hira Bhatti

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Summary

Incharge Student Affairs at Shifa College of Dentistry, Shifa Tameer-e-Millat University (STMU) Islamabad, with 9+ years of experience in Education and Health Industry. Currently enrolled in 3rd Semester of PhD Management Sciences at Shifa Tameer-e-Millat University. Dedicated efforts towards learning new things have increased my data analysis, office and admin management skills. Two years of teaching experience as IT facilitator has enriched my communication skills. Flexible nature for working in a team and collaborating with diverse individuals.



Education

PhD Management Sciences | May 2024- In progress (coursework complete)

Department of Management Sciences,
Shifa Tameer-e-Millat University
Majors: Human Resource Management
CGPA: 4.0/4.0

Master's in Business and Information Technology | 2011-2013

Institute of Business and Information Technology,
University of the Punjab, Lahore,
Pakistan
Majors: Marketing
CGPA: 4.0/4.0

Bachelor's in Business and Information Technology | 2007- 2011

Institute of Business and Information Technology,
University of the Punjab, Lahore, Pakistan
Majors: Marketing
CGPA: 3.73/4.0



Experience

May 2022 – Present

Incharge Student Affairs

Shifa Tameer-e-Millat University, Islamabad, Pakistan

- **Admissions Management:** Oversee the entire BDS and PhD Dentistry admission process using the university's Management Information System (MIS). This includes application review, merit list creation, orientation organization, and ongoing student coordination.
- **Regulatory Liaison (PM&DC):** Serve as the primary point of contact with the Pakistan Medical & Dental Council (PM&DC) for all student-related information, submissions, and inquiries, utilizing both formal correspondence and the PM&DC portal.
- **University Events:** Manage the university's convocation ceremony and actively participate as a member of the Graduate Affairs Committee.
- **Committee Involvement:** Actively participate as a member and/or coordinator of various committees, including undergraduate and postgraduate committees.
- **Student Records Management:** Maintain and update student record files, ensuring the Student Affairs Department fulfils its custodial responsibilities.
- **Data Compilation & Reporting:** Prepare and compile various datasets, including the Annual Report, University Portfolio Report, Institutional Performance Evaluation, University Ranking, and statistical data for different committees, providing timely access to necessary information for decision-making and reporting.
- **Quality Assurance:** Manage the preparation and submission of PGPR and PREE documents in accordance with the Quality Enhancement Cell (QEC) requirements of the Higher Education Commission (HEC), ensuring compliance with academic standards and enhancing program quality.

Nov 2017- May 2021

○ **Senior Officer to Registrar**

LUMS-Lahore University of Management Sciences, Lahore, Pakistan

- **Grading Automation:** Led the automation of grading processes, defining system requirements, testing modules, and creating documentation. Streamlined grading workflows and reduced manual effort.
- **Academic Standing Management:** Managed academic standing activities, including probation/separation data, communication, and case presentations. Ensured fair and consistent application of academic policies.
- **PeopleSoft Management System:** Configured the enrolment and grading modules over People Soft for undergraduate and postgraduate programs.
- **Data Analysis & Reporting:** Prepared grading and enrolment relevant data to provide consolidated analysis to stakeholders.
- **Faculty Training:** Conducted training sessions for new faculty on using the PeopleSoft system for grading. Empowered faculty to efficiently manage grading responsibilities.
- **Event Management:** Managed key university events, including Convocation and Freshmen Orientation. Ensured successful and well-organized events for the community.
- **Transfer Credit Verification:** Verified transfer student credits within the system. Ensured accurate and consistent application of transfer credit policies.

Mar 2017 - Nov 2017

○ **Assistant Data/IT**

The Indus Hospital, Lahore, Pakistan

- **Data Acquisition & Analysis:** Acquired data from various sources and analyzed it to produce M&E reports. Provided insights into program performance and impact through comprehensive data analysis.
- **CAD4TB Deployment:** Installed CAD4TB devices and software in Mobile X-ray Vans and SMZ centres. Enhanced TB detection capabilities through proper setup and system integration.
- **Childhood TB MIS Management:** Managed the development and testing of the Childhood TB MIS. Ensured accurate and reliable data management for the program.
- **Data Quality Assurance:** Cross-checked patient data from centres and resolved ambiguities. Maintained data integrity through rigorous quality control processes.

Nov 2015 - Mar 2017

○ **IT Officer**

College of Physicians and Surgeons Pakistan, Lahore, Pakistan

- **IT Workshop Facilitation:** Facilitated IT workshops for doctors, teaching MS Office and SPSS.
- **Online Exam Support:** Provided IT and logistical support for online FCPS-1 exams.
- **Video Conferencing & Workshop Support:** Supported video conferencing and workshops with comprehensive IT assistance.
- **Executive IT Support:** Provided dedicated IT support to executives.
- **MIS Support for Doctors:** Offered MIS support to doctors for exams and workshops. queries.

Jan 2014 - Apr 2014

○ **Class Teacher, Beaconhouse School System, Lahore, Pakistan**

Jul 2010 - Aug 2010

○ **Internee, ZONG CMpak Pakistan, Lahore, Pakistan**



Achievements and Awards

- Gold medal in Masters for scoring CGPA of 4.
- 2 GPA based Scholarships, Institute of Business and Information Technology.
- 3 CGPA based Scholarships, University of the Punjab.
- Scholarship of Rs.20,000 for second position in college, Leadership College



Certifications

- Data Analytics Course from CES LUMS
 - Learned SQL Developer
 - Power BI software
- Microsoft Certifications of MS Word, MS PowerPoint, and MS Excel.



Skills

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| ▶ Data Analysis | ▶ Ability to Work in a Team |
| ▶ MS Office | ▶ Communication Skills |
| ▶ PeopleSoft Management Information System | ▶ Time Management |
| ▶ Power BI | ▶ Record Management |
| ▶ Admin Management | ▶ Reporting Writing |
| ▶ Data Management | ▶ IT Support |