

Farooq Husnain

Email: farooq.ariduims@gmail.com | Mobile: +92-313-5102522



PROFESSIONAL SUMMARY

Experienced Management professional with over Seven years of diverse experience in academic governance, policy implementation, institutional compliance and general administrative affairs. Currently serving as Assistant Registrar at the Institute of Space Technology (IST), KICSIT Campus Kahuta, where I manage student admissions, enrollment, academic records, faculty affairs and accreditation processes. Previously served as Assistant Manager in both the Academics Department and the Coordination Department (Pro Vice Chancellor Office) at the National University of Medical Sciences (NUMS).

Adept at managing academic programs, coordinating examinations, liaising with regulatory bodies, coordinating administrative operations and providing comprehensive support to senior management. Skilled in policy implementation, fostering stakeholder engagement, resolving student grievances, enhancing operational efficiency and event planning, with a strong ability to thrive under pressure and ensure operational excellence.

Holding an MBA degree and certifications in HR, Project Management, and Ms Office, I possess strong communication skills, a process-oriented approach, and the ability to thrive under pressure. Proven abilities in problem-solving, task coordination, team management, and office administration make me a valuable asset to any organization.

EDUCATION

PMAS Arid Agriculture University, Rawalpindi, Pakistan

May 2018

Master of Business Administration (MBA), CGPA: 3.78/4.00

EXPERIENCE

Institute of Space Technology (IST), KICSIT Campus Kahuta

February 2021 - Present

Assistant Registrar

- Overseeing the daily operations of the Registrar Office, ensuring efficiency and compliance.
- Corresponding with internal and external stakeholders to ensure the smooth and efficient functioning of the Registrar Office, including responding to inquiries and requests in a timely and professional manner.
- Assisting the Registrar in organizing and preparing agenda items for statutory bodies' meetings such as ACM, Senate and BoG.
- Attending meetings, record accurate and detailed minutes, and ensure timely distribution of the minutes to relevant parties.
- Drafting professional and effective circulars, notifications, and letters to communicate important information to staff and faculty.
- Assisting the Registrar in preparing for accreditation visits of regulatory and accreditation bodies, such as PEC and NCEAC, by providing necessary documentation and information.
- Creating and maintaining accurate and up-to-date databases of faculty, staff and students for reporting to HEC and other regulatory and accreditation bodies.
- Managing student registration, enrollment, and academic records.
- Coordinating with academic departments to ensure the accuracy of student information.
- Assisting in the development and implementation of academic policies and procedures.
- Providing guidance and support to students regarding academic policies and procedures.
- Addressing and resolving student inquiries and issues related to registration and records.

Assistant Manager**Academics Department:**

- Coordinated and managed academic programs, ensuring alignment with institutional goals.
- Assisted in the development and implementation of new academic programs and courses.
- Monitored program performance and facilitated continuous improvement initiatives.
- Collaborated with faculty members to ensure effective delivery of academic programs.
- Organized faculty meetings, workshops, and training sessions.
- Supported faculty in curriculum development and review processes.
- Provided academic advising and support to students, addressing their academic concerns.
- Assisted students with course selection, registration, and academic planning.
- Ensured compliance with institutional policies and regulatory requirements.
- Assisted in accreditation processes and audits.
- Managed academic records and maintained accurate documentation.
- Supported the development and implementation of academic policies and procedures.

Coordination Department (Pro Vice Chancellor Office):

- Provided comprehensive administrative support to the Pro Vice Chancellor (PVC).
- Managed the PVC's schedule, including appointments, meetings, and travel arrangements.
- Handled confidential and sensitive information with discretion.
- Coordinated academic and administrative operations to ensure smooth functioning.
- Liaised between academic departments and administrative units to facilitate communication and collaboration.
- Assisted in the implementation and monitoring of academic policies and procedures.
- Organized and coordinated meetings, including preparation of agendas, minutes, and follow-up actions.
- Ensured timely distribution of meeting materials and documentation.
- Facilitated effective communication and collaboration among meeting participants.
- Prepared and maintained comprehensive reports, records, and documentation for the PVC office.
- Assisted in the preparation of presentations and briefing materials for the PVC.
- Ensured accurate and timely submission of required reports to internal and external stakeholders.
- Acted as a liaison between the PVC office and internal/external stakeholders.
- Fostered positive relationships with faculty, staff, and external partners.

CERTIFICATIONS

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| ▪ Google Workspace Specialization | October 2024 |
| <i>Google Cloud through Coursera</i> | |
| ▪ Generative AI: Advance Your Human Resources (HR) Career | October 2024 |
| <i>SkillUp EdTech through Coursera</i> | |
| ▪ Human Resource Management: HR for People Managers | November 2023 |
| <i>University of Minnesota, USA through Coursera</i> | |

5 Courses' Specialization

- Preparing to Manage Human Resources
- Recruiting, Hiring, and Onboarding Employees
- Managing Employee Performance
- Managing Employee Compensation
- Human Resources Management Capstone: HR for People Managers

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| ▪ Introduction to Project Management
<i>IBM through Coursera</i> | October 2023 |
| ▪ Project Management Foundations, Initiation and Planning
<i>SkillUp EdTech through Coursera</i> | October 2023 |
| ▪ Work Smarter with Microsoft Excel
<i>Microsoft through Coursera</i> | October 2023 |

SKILLS

Job Related:

Academic Administration | Stakeholder Engagement | Academic Calendar Planning | Accreditation Compliance | Policy Implementation | Examination Coordination | Student Information Systems | Data Management and Reporting | Digital Record-Keeping | Student Support and Advising | Administrative Support

Soft Skills:

Communication | Time Management | Problem Solving | Team Work | Multi-tasking | Organizational Skills | Team Leadership | Analytical Thinking | Confidentiality & Integrity

LANGUAGES

- English (Professional Working)
- Urdu (Native)