

Contact

Address: House # 9-C, Sector Road,
Street # 5, Sector # C, DHA - II,
Islamabad.
03335249616 (Mobile)
m.aamerz@gmail.com (Mail)
www.linkedin.com/in/mashahzad1
(LinkedIn)

Top Skills

Data Analysis
Research
Project Management

Languages

Punjabi
Urdu
English

Certifications

A Computer Course for Social
Scientists.
edX Honor Code Certificate for
Academic and Business Writing
Inclusive Leadership Training:
Becoming a Successful Leader
Critical Thinking - Reason and
FairPlay in Communication -
Statement of Participation
Certificate of Computerized
Accounting Peachtree.

Publications

Shahzad,M.A. (2024). *Divine State:
Embracing God's System
for a Just World.*
Independently published
ISBN-13: 979-8334047679

Shahzad,M.A. (2024). *Divine
Economics: Bridging Islamic
Teachings and Economic
Systems.* Independently
published.
ISBN-13: 979-8321938867

Shahzad,M.A. (2021). *The journey
of spiritual success on the
highway of life. A key to
change.* Independently
Published
ISBN: 9798590462285

Muhammad Aamer Shahzad

Registrar/Senior Lecturer/Senior Management

Objective

Result-oriented professional with more than 15 years of management experience with proven knowledge of data management, document management, research analysis, business development, program development and project management. Aiming to leverage my skills and abilities to successfully fill the role in your reputed organization.

- Capable of working under limited supervision;
- Able to self-start own improvement initiatives;
- Knowledge in developing and administering resource plans;
- Hands on experience in developing monitoring and evaluation tools;
- Written and verbal communication skills to apprehend and analyze communication gaps;
- Adaptable to change and ability to develop effective relationship with project teams, stakeholders;

Summary

- Currently working in a public sector university as a tutor/resource person since 2014 and teaching various Business Administration courses effectively as well as mentoring students in their academic problems, tests and assignments.
- Five years worked experience as a Senior Lecturer in a higher education business school, where I was responsible for carrying out teaching and research duties along with Curriculum Development. Coordinated in Examination Process and ensured academic quality Assurance and enhancement.
- Worked as Registrar in the Business School affiliated with Quaid-I-Azam University for the last two years, effectively supported all programs of the institution and ensured effective compliance of all satisfactory Academic Progress Policy regulations as well as smooth administration. Effectively supervise the day to day operations of the organization. Systematically managed the registration process in the institution every term and prepared the class schedule. Oversee the examination office and the overall examination process.

Shahzad, M.A. (2020). *Leadership: A Key to Success*. Independently published.
ISBN: 9798667138082

Shahzad, M. A., & Iqbal, S (2014, June 20). *Enhancing project management effectiveness through servant leadership theory*. Paper presented at the **19th National Research Conference**, Shaheed Zulfikar Ali Bhutto Institute of Science and Technology, Department of Project Management, Islamabad.

Shahzad, M. A., & Bashir, S. (2014, January 16). *Impact of project maturity on project performance: A study of the development sector in Pakistan*. Paper presented at the **18th National Research Conference**, Shaheed Zulfikar Ali Bhutto Institute of Science and Technology, Department of Project Management, Islamabad.

- Earlier in the same institution, I worked as Deputy Registrar for 5 Years. My responsibilities were to manage the institution's HRM, administration and educational activities and examination activities. My additional responsibilities were working as a senior lecturer and managing training activities.
- Worked as Senior Program Officer at the Human Capital Management Institute to oversee the development of human capital strategies and related project management portfolios.
- Four (4) years of professional experience as Territory Manager and Marketing Coordinator in ALLMED Solutions by providing effective coordination between various stakeholders and managing sales activities.
- Five (5) years of research experience in Universal Research Group to manage Market research and data analysis for the attainment of better decision making.
- Volunteered 1 year as Manager (Membership & Registration) with Project Management Institute Islamabad Pakistan Chapter.
- Provide management and research consultancy and guide university students/professionals for their research work/dissertation at various levels.
- Skilled in SPSS, MS Project, EVIEWS, Microsoft Office, and Urdu in Page.
- My strengths include document management, data management, team management, strategic plan development, proposal writing, and business and program management.

Education

Shaheed Zulfikar Ali Bhutto Institute of Science and Technology	(2011 - 2014)
<i>MS/MPhil, Project Management.</i>	
National University of Modern Languages (NUML)	(2005 - 2008)
<i>M. Sc, Economics.</i>	
Islamabad Model College for Boys, F-10/4, Islamabad	(2003 - 2005)
<i>B. A, Arabic, Economics, and Political Science.</i>	