

MUHAMMAD AAMER SHAHZAD

Address: House # 135/A, Street # 43, Sector # F-10/4, Islamabad.

Mobile: +92 333 524 9616 | +92 308 895 9525 | E-mail: m.aamerz@gmail.com

OBJECTIVE

Results-oriented professional with over 15 years of professional 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 analyse communication gaps
- Adaptable to change and ability to develop effective relationship with project teams, stakeholders.

PROFESSIONAL EXPERIENCE

Registrar | Islamabad Business School (IBS) | Islamabad

Jan. 2020 – Jun. 2023

- Effectively supported all programs of the institution and ensured smooth functioning.
- Ensure effective compliance with all Satisfactory Academic Progress Policy regulations.
- Efficiently supervised the day-to-day operations of the Institution.
- Successfully developed and implemented all short and long-term objectives.
- Competitively maintained and upgraded all information infrastructure for instruction.
- Expertly monitored the attendance process as per required procedures.
- Systematically managed the registration process at the institution every term and prepared the class schedule.
- Oversee the Examination Office and overall examination process.

Deputy Registrar | Islamabad Business School (IBS) | Islamabad

Jul. 2015 – Dec. 2019

- Establish and implement Institutional secretariat functions from affiliation to strategic plans, policies and operating procedures;
- Manage and coordinate with Institutional Selection Board for Faculty and Staff appointments, resignations, and payroll;
- Coordinate with the parent university (Quaid-I-Azam University) and HEC for the progressive affiliation process;
- Develop, update, review and edit the statutes, service rules & procedures as a member (Secretary) of the IBS Executive Committee (IBS-EC);
- Develop and manage the academic and administrative structure of IBS by preparing Various Schemes of Studies, course catalogues and annual prospectus;
- Coordinate with the Communication, Marketing and Web development team for effectively launching the institutional website and marketing Plans as appropriate;
- Oversee the Examination Office and overall examination process.

Senior Research Associate | Islamabad Business School (IBS) | Islamabad

Feb. 2015 – June 2015

- Expertly develop the Institution's documents, forms, drafting and advising on policies and procedures and University legislation;

- Proficiently develop the subject outlines of different subjects for BBA, MBA, MS/MPhil and PhD Level and also give comprehensive assistance for PhD level Courses according to HEC;
- Meritoriously select the appropriate candidate's resume from Resume Bank;
- Efficiently complete the pre-establishing documents and resources and thereafter maintained all the approved forms, documents, and reports record;
- Successfully nurture a state-of-the-art library on the premises of IBS, by procuring relevant books and then systematically arranging them.

Senior Program Officer | Human Capital Management Institute | Islamabad May 2013 – Apr. 2014

- Developed and successfully submitted expressions of interest and proposals for diverse thematic areas to PPAF, Mercy Corps, Plan International Pakistan, Women Empowerment Group, Pakistan Civil Aviation Authority, Adult Basic Education Society, Social Mobilization understanding and Pakistan Poverty Alleviation Fund;
- Successfully drafted progress reports for HCMI management, and Pakistan Bait ul Mall;
- Reviewing different Project proposals, Project reports, and manuals;
- Coordinated with 5 NGOs and different stakeholders for partnerships and collaborations;
- Developed training manuals for carrying out workshops, 5 in number;
- Effectively implemented a document management system and maintained a Project document checklist and tracking sheets.

Territory Manager | ALLMED Solutions | Islamabad Jan. 2012 – Apr. 2013

- Managed data and documents of Islamabad, Rawalpindi, Faisalabad and Peshawar regions;
- Organized 2 diagnostic workshops inviting healthcare specialists;
- Increased company's clientage and product sales by 75% in the targeted region through effective coordination with stakeholders and better support service.

Research Associate | Universal Research Group | Islamabad Oct. 2009 – Apr. 2013

- Developed and successfully implemented project plans for improved decision-making;
- Improved data and reports collection mechanism for the facilitation of principal investigators for clinical studies according to GCP, ICH Guidelines, and Convince Standard Operating Procedures;
- Ensured adherence to relevant regulatory requirements by monitoring the trial progress.

Research Coordinator | Metrics Research (Pvt.) Ltd. | Islamabad Jun. 2012 – Dec. 2012

- Enhanced the coordination with Principal Investigator, Organization and Subjects;
- Resourcefully assists the Principal Investigators (PI) in the development and maintenance of the documents of the study;
- Magnificently cooperates with PI's and monitoring efforts related to sponsored program administration and reports instances of noncompliance to the appropriate;
- Effectively Coordinates and facilitates monitoring and auditing visits.

Marketing Coordinator | ALLMED Solutions | Islamabad Aug. 2010 – Dec. 2011

- Successfully manages and provides coordination in Market activities;
- Effectively coordinates with in Problems solving and feedback to the Territory Manager;
- Efficaciously manages field monitoring and reporting – financial and progress.

ACADEMIC EXPERIENCE

Senior Lecturer | Islamabad Business School (IBS) | Islamabad

Sep. 2017 – Jul 2022

- Responsible for carrying out teaching and research duties;
- Taught different subjects like Project Management, Research Methods for Business, using a systematic plan of lectures, group discussions, demonstrations, case studies and group projects;
- Involved in the research and designing of new courses and materials;
- Prepare, administer and mark quizzes, assignments and examination papers to evaluate student's progress;
- Involved in the set up of exams and the marking of results;
- Providing mentoring, advice and support to students on a personal level;
- Organized, implemented and monitored programmes and assessments;
- Involved in curriculum development for students;
- Participated in the interviewing of potential students;
- Prepared monthly reports for managers.

Tutor | Allama Iqbal Open University (AIOU) | Islamabad

Sep. 2014 – Date

- Taught different subjects for MBA and PGD Levels;
- Resourcefully check the MBA and MSc level assignments;
- Effectively maintained student records, tests, assignments and corresponding.

Lecturer | National Institute of Management Science (NIMS) | Islamabad

Jun. 2009 – Sep. 2009

- Taught different subjects like Economics, Statistics, Project Management, and Research Methods for Business and Political Sciences;
- Maintained student records, tests and assignments.

CONSULTANT EXPERIENCE

Independent Research & Management Consultant | Islamabad

Jun. 2013 – Date

- Developing research proposals for different organizations and NGOs;
- Reviewing academic research reports, independent studies and Theses;
- Providing support to researchers for data analysis and interpretation;
- Commendably Supervised and maintained official records;
- Coordinate with management and staff for their specific activities;
- Efficiently support to complete the pre-establishing documents and resources.

Independent Consultant | SPSS Support | Islamabad

Oct. 2008 – Nov. 2008

- Assisted government personnel in his qualitative and quantitative data analysis;
- Provided support for data cleaning and helped to conduct statistical analyses for Agri-projects;
- Provided support for data interpretations for Agri-projects.

VOLUNTEER EXPERIENCE

Coordinator - (Membership & Registrations) | PMI - Pakistan Chapter | Islamabad

Feb. 2016 - Jan. 2017

- Successfully managed and Update Membership and Registration Data;
- Effectively communicate with respected Members of the Chapter;
- Resourcefully coordinate VP – Membership & Registration for improving PMI Membership;

- Improved coordination with members for better Project Management Society.

INTERNSHIP EXPERIENCE

Intern Domestic Business | Pakistan Software Export Board (PSEB) | Islamabad **Jan. 2008 - Jun. 2008**

- Assist in the registration and renewal process of IT/ITeS companies that intend to operate in Pakistan;
- Effectively enhance record-keeping systems and procedures of the domestic business department;
- Successfully maintained and updated the database of PSEB's Member companies and Call centre.

Intern Research/Finance | World Health Organization (WHO) | Islamabad **Jul. 2007 - Sep. 2007**

- Efficiently ensured the writing of daily strips under the Communications/Information focal System;
- Successfully learned the procedure of the matrixes of different health projects;
- Resourcefully maintained and updated the database of the WHO Daily news Portal;
- Effectively maintained financial record-keeping systems and procedures.

MEMBERSHIPS

Islamabad Learning Welfare Society
 Project Management Institute (PMI),
 ○ PMI Islamabad Pakistan Chapter
 ○ PMI Lahore Pakistan Chapter

Feb.2015 – Sep.2022
Oct.2012 – Oct.2019

ACHIEVEMENTS

- Promoted from Deputy Registrar to Registrar;
- Successfully supported the affiliation process with a leading public-sector
- Promoted from Senior Research Associate to Deputy Registrar and finally Registrar;
- Co-founding member of a private Higher educational Institute in Islamabad;
- Promoted from Marketing Coordinator to Territory Manager;

EDUCATION

Master of Science (MS/MPhil) | Project Management **Dec. 2014**
 Shaheed Zulfiqar Ali Bhutto Institute of Science and Technology (SZABIST) | Islamabad
 • Research Field: Project Human Resource Management

Master of Science (MSc.) | Economics **Jul. 2008**
 National University of Modern Languages (NUML) | Islamabad
 • Research Field: Foreign Direct Investment

RESEARCH/PROJECTS

Shahzad, M. A. (2024). *Divine state: Embracing God's system for a just world.* Independently published. ISBN 979-8334047679.

Shahzad, M. A. (2024). *Divine state: Embracing God's system for a just world.* Independently published. ISBN 979-8334047679.

Shahzad, M. A. (2021). *The journey of spiritual success on the highway of life: A key to change*. Independently published. ISBN 979-8590462285.

Shahzad, M. A. (2020). *Leadership: A key to success*. Independently published. ISBN 979-8667138082.

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.

CERTIFICATIONS

Certificate Name	Organization Name	Date(s)
Inclusive Leadership Training: Becoming a Successful Leader	edX	Feb. 2016
Critical Thinking - Reason and Fair Play in Communication - Statement of Participation	iversity GmbH	Jul. 2015
Academic and Business Writing	edX	May. 2015

REFERENCES

References will be provided upon request