

Kiran Shehzadi

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OBJECTIVES:

- ✓ To work for a professional organization to fulfill the personal quest for personality development
- ✓ To continue my career with an organization that will utilize my skills to benefit mutual growth and success.
- ✓ My goal is to become associated with an organization where I can utilize my skills and gain further experience while enhancing the organization’s productivity and reputation.

PERSONAL BIODATA:

Father’s Name:	Akhtar Hussain	Marital Status:	Married
Gender:	Female	Domicile:	Punjab (Rawalpindi)
Date of Birth:	October 2, 1992	Nationality:	Pakistani
Religion:	Islam	NIC No:	37405-3871371-8

ACADEMIC QUALIFICATION:

Certificate/Degree	Year	Institution/Board/University	Major Subjects
Certificate in Office Automation	2012	Govt. Viqar-Un-Nisa College, Tipu Road, Rawalpindi	MS.Office
MA in Islamic Studies	2013-15	Punjab University	Islamic Studies
B.Sc (Gen.Sci)	2011-13	F. G. Postgraduate College, Kashmir Road, Rawalpindi (Punjab University)	Maths, Stats, Economics
F.Sc. (Gen.Sci)	2009-10	F. G. Postgraduate College, Kashmir Road, Rawalpindi (FBISE)	Maths, Stats, Economics
Matric	2008	F. G. High School No.1, Gracy line, Rawalpindi (FBISE)	Science Group

PROFESSIONAL EXPERIENCE:

- ✓ Working as **Superintendent** in Examinations Department at NUST School of Health Sciences, H-12 Islamabad from August 2024 to date.
- ✓ Worked as **Exam Executive** in Examinations Department at Riphah International University (*Islamic International Medical College*), Rawalpindi (Dec 2014 – Aug 2024)
- ✓ Worked as a **Senior teacher** at New Model Public School Chaklala, Rawalpindi (2013-2014)
- ✓ Worked as a **Senior teacher** at Lincoln Public School Chaklala, Rawalpindi (2012-2013)

COMPUTER & TECHNICAL SKILLS:

- ✓ Complete command on computer operating system
- ✓ Office Automation (MS Word, MS Excel, MS PowerPoint, MS Access & All MS Applications)
- ✓ Well-versed with the usage of internet, email, net surfing, etc

SEMINARS/WORKSHOP ATTENDED:

- ✓ A workshop on **Interpersonal Skills** organized by HR Department, Riphah International University, Rawalpindi in “April 2016”
- ✓ A workshop on **Effective Team Building** organized by HR Department, Riphah International University, Rawalpindi in “August 2016”
- ✓ A workshop on **MS Office** organized by HR Department, Riphah International University, Rawalpindi in “August 2016”

SPECIAL SKILLS:

- ✓ Good communication skills
- ✓ Able to solve the problems efficiently
- ✓ Determined and enthusiastic in work
- ✓ Able to work under stress
- ✓ Quick learner or adapt new technology with minimal training
- ✓ Teamwork/Effective team performer
- ✓ Computer skills (MS word, MS PowerPoint, MS Excel)

PROFESSIONAL EXPERIENCE:***NUST School of Health Sciences:*****Superintendent Exams (Conduct / Secrecy):**

- ✓ Oversee the smooth Conduct of Exams MBBS & HND (Theory /OSPE) EOB, Annual & Supplementary
- ✓ Uploading of Question Papers (MBBS) on *LMS*
- ✓ Supervised digital examination procedures utilizing tablets for paperless assessments
- ✓ Ensured compliance with academic and administrative protocols during exams
- ✓ Coordination with faculty and IT teams to implement secure and efficient digital system
- ✓ Printing question papers of BS. Human Nutrition & Dietetics
- ✓ Preparation of seating plan and batch plan for every subject/class and OSPE/OSCE.
- ✓ Detention of invigilators to respective venues. Checking overall secrecy and conduct of examination
- ✓ Announcement about decorum of exam, rules, discipline & time before start of Exam.
- ✓ Coordination with superintendent and invigilators to conduct the theory papers and OSPE/OSCE exams
- ✓ Receiving of total question papers with response sheets according to Exam ID, student & staff attendance sheet, signed instruction of invigilators, superintendent and exam Report duly signed by superintendent.
- ✓ Forwarding of Examiners List to Exam Directorate
- ✓ Payment/remuneration bill preparation to External Examiners Annual & supplementary examination
- ✓ Manage and maintain data records using manual and digital system
- ✓ Ensure accuracy and reliability of data management process
- ✓ Final Result Notifications of MBBS & HND and record keeping in soft and hard form
- ✓ Forwarding of Transcripts Requests to Exam Directorate
- ✓ Systematic placing of whole record with proper labeling

Riphah International University:**Exam Executive (Conduct / Secrecy): Dec 2014- Aug 2024****HANDLED EXAMINATIONS OF THE FOLLOWING DISCIPLINES**

✓ MBBS & BDS	✓ MS NMPT (Neuro Manual Physical Therapy)
✓ Faculty of Management Sciences	✓ MS CPPT (Cardiopulmonary Physical Therapy)
✓ DPT (Doctor of Physical Therapy)	✓ MSc Pain Medicine
✓ MS SLP/T (Master of Sciences in Speech and language Pathology / Therapy)	✓ Diploma in Anesthesiology
✓ MS OMPT (Orthopedic Manual Therapy)	✓ M Phil Program (Medical & Dental Sciences)
	✓ PhD Program (Medical Sciences)
	✓ BS Nursing

- ✓ Conduct of Examination (MBBS,BDS, MPhil Medical & Dental Sciences ,PHD)
 - ✓ Conduct of Thesis (M.Phil, PhD (Medical Sciences)
 - ✓ Issuance of appointment letters to internal and external examiners, Remuneration Letters, Bills etc.
 - ✓ Preparation of seating plan and batch plan for every subject/class and OSPE/OSCE.
 - ✓ Detention of invigilators to respective venues. Checking overall secrecy and conduct of examination.
 - ✓ Checking of admit cards and reporting of fee defaulter cases.
 - ✓ Collection & returning of mobile phones against token numbers.
 - ✓ Announcement about decorum of exam, rules, Discipline & time before start of Exam.
 - ✓ Coordination with superintendent and invigilators to conduct the theory papers and OSPE/OSCE exams.
 - ✓ Receiving of total question papers with response sheets according to Exam ID, student & staff attendance sheet, signed instruction of invigilators, superintendent and exam Report duly signed by superintendent.
 - ✓ Payment/remuneration bill preparation and disbursement to faculty & staff for Annual & supplementary examination
 - ✓ Receive and dispatch of official mails through mail merge
 - ✓ Preparation of Annual Budget, maintenance and record keeping
 - ✓ Manage and maintain data records using manual and digital system
 - ✓ Ensure accuracy and reliability of data management process
 - ✓ Ensure the Data Formatting, data Validation and Data security
 - ✓ Issuance of Transcripts, Final Result Notifications, and record keeping in soft and hard form
 - ✓ Transfer Credit Hours/Exemptions Cases Dealing and updating in SAP.
 - ✓ Course replacement ,”R” “I” & “W” Grading in SAP
 - ✓ Verification of Results, Transcripts, Degrees and Certificates
 - ✓ Proceeding of reported UFM cases, minutes of meeting, Final decision approval from VC, and issuance of warning letters to students.
 - ✓ Systematic placing of whole record with proper labeling
 - ✓ Transcripts and Marks sheets MBBS, BDS, MPhil and PHD Programs
 - ✓ Result processing
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