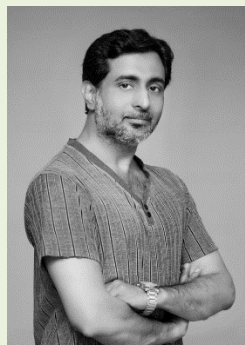


Muhammad Aqeel

Curriculum Vitae

Email lfssawt@yahoo.co.uk
 Cell +92-321-848-8898
 +92-423-596-1489
 Address 75-Jinnah Block Awan Town,
 Lahore Multan Road Lahore, Pakistan
 Islamabad. House No 28, Street 15, Sector D, DHA,
 Islamabad



About Me

**Ambitious, Creative, Energetic,
 Flexible, Analytical, Social,
 Communicative, Target Oriented,
 Dedicated to his Commitment, Policy
 Maker,**

Skills

Counselling	★★★★★
Administration	★★★★★
Business Development	★★★★★
Negotiation	★★★★★
Business Strategies	★★★
Planning	★★★★★
Marketing	★★★★★
Innovation	★★★★★

Feb 2021
 Nov 2021

LinkedIn Profile

<https://www.linkedin.com/in/muhammadasad-9a75634a/>

Language

URDU	★★★★★
PUNJABI	★★★★★
ENGLISH	★★★★★

Interests

- Building Personal Relation,
- Traveling,
- Playing Badminton,
- Reading Books

Experience

The University of Lahore

Assistant Registrar (Statutory/Curriculum)

Coordinator/Focal Person (IAB-IMBB)

Coordinator (Internationalization)

- Representation of the University of Lahore in International Academia
- Establish linkages with the concerned industry
- Ensure the governance and maintenance of accountability framework.
- Ensure policies, procedures, legislations and regulations are correctly followed and complied.
- Responsible for the statutory functions and manages regulatory processes.
- Act in accordance with the institute's constitutional powers and exercise those powers for the purpose they are conferred.
- Identifies irregularities, deviations from policies pertaining to his/her domain in the context of defined rules and regulations.
- Coordinates with university departments to ensure processes and administrative systems are maintained, updated and upgraded as necessary.
- Manage Punjab Government, HEC and other external agencies correspondence e.g. regulatory PMDC, PEC, Pharmacy Council, Nursing Council, and other.
- Maintain the record of MOUs, agreement's, contracts and vet them by legal wing.
- Ensure the issuance of all administrative office, notifications, and circulars, signed by the registrar/deputy registrar.
- Coordinate and supervise data compiling, prepare reports from files and computerized records.
- Any other duty that may be assigned by the competent authorities from time to time.

Talon Institute of Higher Studies

Director Admissions

Deputy Registrar

- Admission Test Management
- Strategic Leadership
- Team Management
- Recruitment and Outreach
- Application Management
- Evaluation and Selection
- Communication with BOGs and other stake holders
- Compliance and Ethics
- Custodian of the Institutional Seal of the Student Affairs
- Ensure policies, procedures, legislations and regulations are correctly followed and complied.
- Responsible for the student enrolments
- Responsible for the statutory functions and manages regulatory processes.
- Act in accordance with the institute's constitutional powers and exercise those powers for the purpose they are conferred.
- Identifies irregularities, deviations from policies pertaining to his/her domain in the context of defined rules and regulations.
- Manage Punjab Government, HEC and other external agencies correspondence e.g. regulatory PMDC, PEC, Pharmacy Council, Nursing Council, and other.
- Ensure the issuance of all administrative office, notifications, and circulars, signed by the registrar.
- Coordinate and supervise data compiling, prepare reports from files and computerized records.

Professional Trainings

- Time and Stress management.
- Strategic Management,
- Student Database Handling (By HEC)
- How to Council a student (Education UK)
- Negotiation Skills

Personal Information

- Marital Status: Married
- DOB: August 7, 1979
- Religion: Islam
- CNIC : 35202-2831997-9
- Nationality: Pakistani

References

Fahad Qayyum

Fahad Qayyum | Country Manager
| Pakistan | Email: f.qayyum@qub.ac.uk |
Tel: +92 300 4370880

Syed Kashif Hassan

Director
British Education & Training Systems
(BETS)
k.hassan@bets.edu.pk
0302-8400400

Ms. Sadaf Naeem

HR Manager
Talon Institute of Higher Studies
Sadafnaeem142@gmail.com
03315534335

Language

URDU	★★★★★
PUNJABI	★★★★★
ENGLISH	★★★★

Jan 2020 to
July 2020

(Effectuated by
the Covid-
19)

March 2019-
Septemehr
2-19

May 2014 –
July 2018

- Any other duty that may be assigned by the competent authorities from time to time.

The University of Bedfordshire

Manager Education

Pakistan Office

- Providing geographic & demographic Support in Planning and Organization of Student recruitment activities.
- Liaison with Universities, colleges, and agents to meet the targets.
- Conducting awareness session for HEI students in Pakistan.
- Building connections with Vice-Chancellors, Rectors, and Student Counselors of respective institutions to boost up the student recruitment drive.
- Building connections and with Alumni of The University of Bedfordshire working in Pakistan at different levels to raise the University Profile.
- Representation of The University of Bedfordshire, in seminars and education expos.
- Signing MOUS with local HEI's for semester exchange programs.
- Facilitation of the student who want to apply at The University of Bedfordshire directly.
- Provide support to direct applicants through the admissions process by providing support in admission application processes, scholarships, entry requirements.
- Exchange of faculty on sabbatical for doctorate or post-doctoral programs.

NUR International University

Manager Admissions

- Higher Education Counseling including guidance about admission and visa processes.
- Organize higher education expos.
- Directly approach admission offices of leading international Universities for student placement and queries
- Work with students and employers for placement of students on jobs and internships.
- Interact and coordinate with admissions offices of leading international universities for one-to-one counseling and information sessions to facilitate students who wish to pursue higher studies abroad.
- Organize grooming sessions for students.
- Organize and managing career fairs

British Education & Training Systems (BETS)

Deputy Registrar

Head Of Career placement Cell

- **Accreditation and affiliation with HEC & other accrediting bodies and international higher educational institutions.**
- Liaison with HEC for academic matter.
- HND/HNC Registration, certification and equivalence
- Faculty Data Banking,
- Managing student registration services and providing oversight to the admissions and transcript delivery process,
- Maintenance of the computerized student database, including data entry, data table's maintenance, and student module training.
- Maintain student files and ensure confidentiality of information and prepare appropriate dispatch progress reports according to HEC guidelines.
- Assist departments to develop and execute all plans according to budget requirements.
- Strategies the international student recruitment campaign.
- Co-Ordinate with relevant authorities to facilitate and accommodate the international students.
- Local arrangements for faculties coming to BETS for teachings.
- Coordination with Board of investment and interior ministry (Visa Section for short term faculty visit visas)

		➤ Utilization of due faculty sabbaticals for refresher courses from abroad. ➤ Build Industry linkages for the internships and job placements. ➤ Organizing career fairs. ➤ Co-ordinate with the partner universities for faculty and semester exchange programs. ➤ Liaison with marketing department to build marketing strategies, ➤ Evaluation of short & long courses on industry demand. ➤ Franchisee agreements. ➤ Legal matters and departmental financial management. ➤ Liaison with law enforcement and health agencies for smooth operations. ➤ Staff social security matters. HR Consultants Pvt. Ltd Assistant Manager Education (Lahore I) ➤ Counseling the students according to their interest. ➤ Run recruitment drive to increase the walking of prospect students ➤ Filing student visas for UK, USA, Australia, CANADA, Sweden, Malaysia, Turkey and Germany. ➤ Prepare and present business reports on quarterly and yearly basis. ➤ Dealing in corporate affairs, ➤ Operations management and target planning. ➤ Market review and devise creative strategies to achieve goals.
	March 2012- April 2014 June 2009 – March 2012	CONFED Pakistan Office Manager ➤ Identify, approach, built and maintain productive links within the industry. ➤ Create Marketing strategies and tools to achieve organizational goals. ➤ Supervision of operations as per policy guidance. ➤ Representation of the company in different conferences and seminars. ➤ Staff hiring and training. ➤ Budgeting according to the policy guidelines by corporate office
	Education August 2007 August 2002 August 1999	M.Sc. Seismology Institute of Earth Sciences, University of the Punjab Lahore (PAKISTAN) BSc Math's, Physics, Space Science, University of The Punjab Lahore Government College of Science, Lahore HSSC Physics, Math Computer Science Scholars College, Shadman Lahore, BISE, Lahore