



ASIM AHMED

S/o

BASHIR AHMED

D.O.B: 1st Feb 1989

Marital Status: Married

Nationality: Pakistani.

Domicile: RWP Punjab

Religion: Islam

Present Address:

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CV

CAREER OBJECTIVE:

To work in a progressive and result oriented organization where performance and achievements are the basis for growth and rewards. The position should be competitive and dynamic that could help me in exploring and grooming my abilities and skills.

ACADEMIC QUALIFICATION:

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|----|------|--|
| 1) | 2014 | MBA (Management) (Equivalent to MS/M.Phil.)
Virtual University of Pakistan |
| 2) | 2009 | B. Com.
University of the Punjab. |
| 3) | 2006 | ICS (Computer Science)
BISE, Rawalpindi. |
| 4) | 2004 | Matric (Computer Science)
BISE, Rawalpindi. |

CERTIFICATES:

- **Principles of Public Relations** (University of Colorado Boulder) Mar 2025
- **Successful Presentation** (University of Colorado Boulder) Feb 2025
- **Introduction to Learning Transfer and Life Long Learning (3L)** (University of California) Jan 2025
- **Communication and Soft Skills** (DigiSkills, Virtual University) Oct 2024
- **Freelancing Training** (DigiSkills, Virtual University) July 2024
- **Introduction to School Exam Invigilation** (British Council) May 2024
- **Introduction to Exam Invigilation** (British Council) May 2024
- **Child Protection Awareness** (British Council) May 2024
- **Social Media Advertising** (University of Colorado Boulder) Feb 2024
- **Write Professional Emails in English** (GT Language Institute) Jan 2024
- **Introduction to Microsoft Office** (Coursera Project Network) Dec 2023
- **Fundamentals of Management** (University of California) Dec 2023
- **Cyber security Essentials** (Cisco Networking Academy) Dec 2022
- **Internship** (Bank Alfalah Limited) Dec 2013 – Feb 2014
- **English Proficiency** (Virtual University) April 2014
- **EMBA** (Skill Development Council, Lhr) April 2010 – April 2011
- **English Language** (The English Language Institute, Rwp) July – Oct 2009
- **Computer Basics** (Infonexus Institute of IT, Rwp) April – July 2004

COMPUTER SKILLS:

- Ms. Word, Ms. Excel, Ms. PowerPoint, Ms. Paint.
- Windows Installation, Software Installation.
- Letter drafting/typing, Good Typing Speed.
- Internet.

SOFT SKILLS:

- Communication & Correspondence

- Dependability, Punctuality
- Adaptability

EXTRA CURRICULAR ACTIVITIES:

- Reading Books
- Net Surfing
- Gardening

EXPERIENCE:

➤ Private Secretary to Dean

(Shifa College of Pharmaceutical Sciences, Shifa Tameer-e-Millat University, Islamabad) (October 2018 – Present)

Duties & Responsibilities:

- Administrate and manage the all affairs of the Dean's Office.
- Maintain daily schedules (electronic) for the coordination of the Dean's commitments.
- Arrange and coordinate appointments and meetings.
- Prepare all papers, in advance, for attendance at daily meetings and other commitments.
- Prepare all correspondence and other documentation as required by the Dean.
- Respond and advise efficiently to all electronic or verbal enquiries.
- Make all logistical arrangements, including travel for the Dean.
- Liaise effectively with internal and external contacts.
- To provide hospitality for visitors to the Dean.
- To provide a fully confidential and efficient filing system for the Dean.
- Correspondence with Vice Chancellor office, Registrar office, HR, accounts and transport department.
- Any other duty assigned by the Dean.

➤ Lecturer (Adjunct)

(Department of Management Sciences, Shifa Tameer-e-Millat University, Islamabad) (Fall 2022 Semester)

Duties & Responsibilities:

- Taught subject 'Business Communications' to the UG students

➤ Secretary - Office

(Shifa College of Pharmaceutical Sciences, Shifa Tameer-e-Millat University, Islamabad) (October 2015 – October 2018)

Duties & Responsibilities:

- Organizing and storing paperwork, documents and computer-based information.
- Sorting and distributing incoming post and organizing and sending outgoing post, receive, direct and relay telephone messages and fax messages.
- Maintain the general filing system and file all correspondence.

- Assist in the planning, preparation of meetings, conferences, student affairs (entrance test, student's queries response, orientation ceremony, convocation ceremony, sports days etc.).
- Photocopying and printing various documents, sometimes on behalf of other colleagues.
- Managing printing formatting for all faculty members, assisting faculty in computer related work.
- Assist & act as student affairs officer in the absence of duty officer.
- Maintain and update attendance record of designated faculty.
- Correspondence with Vice Chancellor office, Registrar office, HR, accounts and transport department.
- Conducting Interviews.
- All office work & any other duty assigned by the Dean.

➤ **Secretary – Department & Teaching Assistant**

(Department of Management Sciences, Shifa Tameer-e-Millat University, Islamabad) (Additional Duty) (March 2017 – February 2022)

Duties & Responsibilities:

- Organizing and storing paperwork, documents and computer-based information.
- Sorting and distributing incoming post and organizing and sending outgoing post, receive, direct and relay telephone messages and fax messages.
- Maintain the general filing system and file all correspondence.
- Assist in the planning, preparation of meetings, conferences, student affairs (entrance test, student's queries response, orientation ceremony, convocation ceremony, sports days etc.)
- Making timetable of evening classes, scheduling classes and correspondence with all visiting faculty.
- Maintains and update attendance record of faculty and students.
- All Correspondence with the Vice Chancellor's office, Registrar's office, Exam, HR, Accounts and Transport departments.
- All office work and any other duty assigned by the HOD.

➤ **Admin & Accounts Officer.**

(The Smart School, Rawalpindi) (May 2013 – October 2015)

Duties & Responsibilities:

- Admission Adviser.
- Balancing office budgets.
- Ordering stationery and equipment.
- Maintaining Smart Web portal.
- Issuance of Fee Vouchers.
- Posting of Fee Voucher into Ledger.
- Reconciliation with the bank Statements.
- Staff Recruitment and Human Resource.

- Maintain Stock Registers / Files.
- Maintain Staff Attendance Register.
- Dealing with inter branch student transfer cases marketing, promotions and admissions follow-up.
- Maintain Staff and Student Statements.
- Prepared Salaries of Staff.
- Supervision of all General Staff.

➤ **Admin/Shift Manager.**

(NoorTech, Islamabad) (December 2010 – May 2013)

Duties & Responsibilities:

- Maintain Staff and Student Statements.
- Provides supplies by identifying needs.
- Prepared Salaries of Staff.
- Supervision of all shift employees & General Staff.
- Maintain Stock Registers / Files.

➤ **CSR** in outbound call center.

(NoorTech, Islamabad) (January 2010 – December 2010)

Duties & Responsibilities:

- Dialing, receiving & answering calls from USA, UK, Canada & Australia.
- Maintains call center database by entering information.

➤ **Freelancer Invigilator (British Council)**

ARTICLES/ PUBLICATIONS:

- Siddiquie, K., Chuadhry A. M., & **Ahmed. A.** (2022). Challenges in accessing health care management for people with disability in Pakistan. *Journal of Inclusive Education*, 6, 27-46

LANGUAGES:

- Urdu
- English
- Punjabi