

Engr Khawar Shoaib S/o Khalid Iqbal

Assistant Manager, NUMS

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Date of Birth: 25 Dec, 1991

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Address: Khalid Autos near Attock petroleum Kot Sultan district Layyah

Career Objective:

Self-motivated and determined UET Lahore' s Engineering graduate with matching Technical and Practical experience in technical support, Administration, Management and supervision. Passionate to render technical and professional skills in a challenging environment that offers professional growth opportunities. Anticipating for challenging place in reputable institution/ organization so as to apply my knowledge, skills and experience besides enhancing my capabilities.

Proven management skills with expertise in leading cross-functional teams, driving projects and achieving organizational goals. Adept at strategic planning, problem-solving, and decision-making, with a strong ability to motivate and develop team members. Successfully managed projects from conception to completion, ensuring timely delivery and exceeding performance expectations. Strong leadership skills, with a focus on collaboration, communication, and driving results-oriented solutions.

Scholastic Record:

Sr	Qualification	Year	Institution
01	Bachelor in Chemical Engineering	2009-2013	University of Engineering & Technology, Lahore
02	Intermediate (FSC Pre-Engg)	2007-2009	BISE DG Khan
03	Matriculation	2005-2007	BISE DG Khan

Experience:

01. National University of Medical Sciences, Rawalpindi: NUMS

► **As: Assistant Manager / Admin Manager:** **Current Position**

Examination Duties:

- Supervision of conducting NUMS MDCAT nationwide.

- Focal Person for NUMS MDCAT 2025 at Lahore Station having more than 6000 candidates
- Managing roll numbers, admission slips, test centers, logistics, allocation of invigilation and admin staff etc
- Full dress rehearsal for NUMS MDCAT 2025 at Lahore station under visionary supervision of Brig Shafqat Nazir (Coordinator) Lahore
- Ensuring the confidentiality and security of exam materials before, during and after the exam.
- Overall process for admission and registration during entry test / examination including mid-term and final term exams.

Core Responsibilities:

- Develop and implement administrative strategies to align with university' s goals and objectives
- Oversee Daily Operations to ensure smooth functioning and administrative departments
- To analyze and distil large data for presentation to higher authorities etc
- Lead and manage administrative teams to provide guidance, support and development opportunities
- Ensure compliance with regulatory requirements and university standards
- Liaise with stakeholders to interact with faculty, staff, students and external partners.
- Ensure effective dissemination of information.
- Registration process of students and various degree programs with Punjab Medical Faculty
- Identify areas for improvement and enhance administrative services.

Miscellaneous Tasks :

- ▶ Monitoring office decorum and hygienic maintenance of offices and workstations
- ▶ Staff attendance and synchronization of biometric record
- ▶ Maintaining Leave Register and counselling of staff by Senior Officers
- ▶ Managing stationery items, stock Register on regular basis
- ▶ Supervision of arrangements regarding meetings of PD with contractors, stakeholders etc.
- ▶ Ensuring secrecy of sensitive documents

- Any other administrative task assigned by senior officers

Responsibilities as Protocol Officer to “ Brig Shafqat Nazir, SI(M), Retd, Project Director” :

- Managing call record, daily schedule and arranging daily meetings*
- Event planning, coordination, execution and monitoring*
- Protocol development and implementation to foster positive diplomatic relations.*
- Briefing and documentation along with proper logistical arrangements.*
- Cultural sensitivity and awareness.*
- Discretion and confidentiality.*

02. Surayya Institute of Medical Sciences, SIMS, Layyah March 2016 – Feb, 2022

An institute affiliated with Punjab Medical Faculty & BISE DG KHAN

- **As: *Administrator***

Core Responsibilities

- Student and Staff support
- Financial and budgetary Administrative Tasks
- Maintenance and Repairing of institution
- Events Coordination and management
- Communication, correspondence and record supervision.
- Conduct of Talent Hunts, Competitive activities.
- Supervision of exams and assembling of results
- Active role in chemistry and physics laboratories for assistance
- Organizing training sessions for staff.

Admission Campaigns and Seminars:

- Supervision of conducting Talent Hunt on Annual Basis for admissions
- Competitive co-curricular activities i.e. sports events
- Seminars on National/Local events
- Managing various camps i.e. Medical Camps, Boy Scouts camps etc

Counselling Tasks:

- Students Affairs regarding admissions, registrations, schedule of classes, Fees and examinations.

- Mitigation regarding any conflict between students and faculty
- Regular conduction of PTMs
- Counseling and Mental Health support of students
- Overseeing student' s organizations and fostering a sense of community and belongings.

03. **Monthly” Tameer-e-Adab, Magazine**

March, 2014 to March, 2015

- **As: *Computer Section In-charge***

Core Responsibilities:

- Technical and network handling
- Administration and management
- Selection of themes and graphics for events
- Research and development
- Collaboration and correspondence with district management and concerned authorities
- Content creation and social media marketing

Auxiliary Expertise for Administration:

a. **ISO Certifications:**

Certified ISO 45001:2018 Professional Health and Safety & Lead Auditor:

ICTQual AB UK Ltd certified with following expertise:

- Basic knowledge of OHSMS*
- ISO 45001:2018 Requirements*
- Risk Assessment and Hazard Identification*
- Legal and Regulatory Compliance*
- Audit Principles and Techniques*
- Audit Process and Methodology*
- Audit Documentation and Reporting*

b. **Professional Certifications:**

- ▶ Safety Officer
- ▶ Work Permit Receiver (WPR/PTW)
- ▶ IOSH Certified
- ▶ Certified in First Aid
- ▶ Certified in Fire Safety

Expertise:

In General:

- ▶ Management Skills
- ▶ Computer Skills
- ▶ Creativity
- ▶ Keen observer
- ▶ Quick to adopt new SOPs
- ▶ Critical Thinking
- ▶ Leadership

Digital Skills:

- ▶ MS Word, Excel, PowerPoint
- ▶ Software / Applications Savvy
- ▶ Digital Marketing
- ▶ Beginner to Primavera P6
- ▶ Billing software Expert i.e. Kareo
- ▶ Beginner to Primavera P6 software

Language:

- ▶ English (Advanced)
- ▶ Urdu (Advanced)
- ▶ Punjabi (Advanced)
- ▶ Saraiki (Advanced)

Reference:

Will be furnished on demand