

FAISAL ABBAS

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OBJECTIVE

A challenging and responsible position in a renowned organization where creativity, innovation and sound management is utilized to produce and maintain a motivated goal-oriented team achieving individual and collective growth.

EXPERIENCE

EXAM COORDINATOR / PA | NATIONAL UNIVERSITY OF PAKISTAN

JANUARY 01, 2024 – PRESENT

- Exam Coordination with Affiliated Colleges.
- Conduct of Examination, Dispatch and Receipt of Exam Material.
- Drafting Policies and Examination related documents/forms.
- Issuance of Roll Number Slips and Award Lists to Affiliated Colleges.
- Feedback Reports, Statistical Analysis of the Result.
- Member of Result Evaluation and Exam Material Inspection Committee

SR. COMPUTER OPERATOR (EXAM CELL) WAH MEDICAL COLLEGE

February 01, 2023 – 31 December, 2023

- Conduct of internal/external MBBS & Nursing Examinations.
- Printing, distribution, and safe custody of Exam Material / Question Paper.
- Record, Office and Exam Hall Management.
- Management of Duties and Payments of the Supervisory Staff.
- Exam Coordination and Drafting of IONs.

OFFICE ASSISTANT AT ISLAMABAD MODEL COLLEGE (GIRLS) I-8/3, ISLAMABAD

October 13, 2022 – January 31, 2023

- Registration of Students on FBISE and QAU Portals.
- Compilation of Result, Issuance of Award Lists.
- Issuance of Admission and Examination Challans to Students.
- Student Affairs and Record Keeping in MISS Office.

OFFICE ASSISTANT AT HIGHER EDUCATION COMMISSION (HEC), ISLAMABAD

September 14, 2020 – October 10, 2022

- Financial and Operational Assistance in IPFP and SRGP projects.
- Assistance in NAHE-HEC Capacity Building Trainings.
- Training Need Assessment (TNA), Training Modules, Completion Report, Feedbacks, Press Release etc.
- Record Keeping and Updating Data for the progress and activities.

ASSISTANT MANAGER ADMIN AT KOH NOOR SECURITY MANAGEMENT

February 10, 2020 – September 11, 2020

- Administration and coordination of Model Itwar Bazar H-9 Project.
- Progress / evaluations and financial records of staff, clients and vendor.

EDUCATION

BS SOCIOLOGY FROM INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD (COMPLETION YEAR 2020)

CGPA (3.79/4.00), Percentage Marks 80.32, Grade A

HSSC (PRE-ENGINEERING) FROM FEDERAL BOARD (COMPLETION YEAR 2013)

Marks (721/1100), Marks Percentage 65.5%, Grade B

SSC (SCIENCE) FROM FEDERAL BOARD (COMPLETION YEAR 2011)

Marks (799/1050), Marks Percentage 76%, Grade A

SKILLS

- Microsoft Office (Word, Excel, and PowerPoint)
 - Technical Writing and Drafting
 - Conduct of Examination and Student Affairs
 - Microsoft Teams, Zoom and SharePoint Management
 - Statistical Package for Social Sciences (SPSS)
 - Student Information Management System (SIMS)
 - SAP GUI LOGON 760
 - Good Presentation and Communication Skills
 - Flexible to working environment and Condition
 - A team player
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PERSONAL PROJECTS

- Research On “Impacts of climate change on Gender and Health in slum areas of Pakistan; A case study of France Colony F-7, Islamabad”.
 - Policy Brief on Goal-16 “Peace, Justice and Strong Institutions; Reflection of Current and Previous Government of Pakistan”
 - Semester Research on “Social Media Fandom in Pakistani Youth; A case study of Islamic University Islamabad.
 - Semester Research on Tourism Satisfaction in Galiat Region, Punjab.
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TRAININGS AND SEMINARS

- Training / Course on Microsoft Office
 - Training Course Secretariate Instructions and Effective Office Procedure.
 - Leadership skills training by CDA Training Academy
 - Communication Skills Training by CDA Training Academy
 - Seminar Globalization 4.0 and Pakistan’s culture
 - Seminar on Right to Information Act-2013
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References Available on Request