

MUHAMMAD ARIF

Curriculum Vitae

Phase # 03 Bahira Town Rawalpindi

Mobile: 0092-301-5954212

E-Mail:- arif.yousafzai90@gmail.com



To contribute my skills to an organization that provides me a room for learning and grooming.

Education

I graduated in 2014 from International Islamic University, Islamabad in its premier MBA Program. Prior to this I successfully completed my Bachelors in Business Administration and received **Gold Medal** for securing distinctive marks in BBA batch of 2008.

2013–2014 **MBA-** Equivalent to **MS in Finance**, *International Islamic University*, Islamabad, Pakistan.

2008–2012 **Bachelor of Business Administration (Gold Medalist)**, *Sarhad University*, Peshawar, Pakistan.

2007–2008 **Faculty of Science, (Pre Engg)**, Swat Public School and College (BISE), Swat, Kpk, Pakistan.

2005–2006 **Secondary School Certificate, (SSC)**, Science Group from (BISE), Malakand, Kpk, Pakistan.

Trainings & Certificates

- 1 **Master Trainer** at National Financial Literacy Program for Youth a Project of **State Bank of Pakistan** (27th March, 2021 till 13th August 2022)
- 2 Training workshop on Organizational Security, Fire & Safety, First Aid and Trauma Management
- 3 Four Days Training on “Report Writing” Organized by FATA Development Authority at IMS, University of Peshawar.
- 4 Enterprise Development Training
- 5 International Kangaroo Mathematics Contest Organized by Pakistan Kangaroo Commission at Abdus Salam School of Mathematical Sciences, GC University Lahore
- 6 Organizing Committee Member For World AIDS Day Event Jointly Organized By UN-AIDS and National AIDS Control Program & Association of People Living with HIV-Pakistan at IIU, Islamabad.

Working Experience

Deputy Controller of Examinations

Iqra National University, Swat Campus | 15th July, 2025 to date |

Job Description

- Assisting the Controller of Examinations in supervising COE office staff and managing assistants And staff's assigned to support office work, including tasks that may require physical effort when Necessary.
- Preparing examination schedules and the examination calendar in consultation with the Controller of Examinations.
- Overseeing communication at various stages of the examination process, including planning, preparation, execution, valuation, tabulation, and the printing and distribution of mark lists.
- Preparing and printing answer booklets for Autonomous examinations.
- Ensuring that question papers are finalized before the scheduled examination dates.
- Assisting the COE in all related activities, such as identifying question paper setters and examiners, and facilitating the organization and implementation of the examination system.
- Ensuring examination forms are prepared and available.
- Serving as a member of the examination committee
- make the arrangement for distribution of degrees, diplomas and certificates (Convocation);
- prepare and forward to Controller of Examination the detailed result and Gold Medals details for onward submission;

Assistant Controller of Examinations

Job Description

- Planning, scheduling and organizing of examinations.
- Strictly complying with the institutional policies and procedures on conduct of examinations.
- Coordinating with administration department for conducting exams.
- Managing physical record of results and examination answer books with respective class information.
- Monitoring invigilation duties during examinations.
- Maintaining record of invigilation duties and ensuring strict compliance of 'use of unfair means policy' during each exam.
- Maintaining and verifying students' academic credential records.
- Providing transcript issuance related information to the students.
- Managing physical records of examination results and answer books of each student (term wise)
- Maintaining confidentiality and integrity of students' academic records.
- Managing blank answer books and class result sheets.
- Handling record of transcripts and degrees issued.
- Managing records of alumni and drop outs.

Lecturer- Accounting & Finance / Assistant Controller of Examination (Fixed pay Basis's)

Govt, College of Management Sciences Thana, Dist.: Malakand. | 1st May, 2020 to 15th March, 2023 |

Job Description

- Delivered high quality teaching to undergraduate and postgraduate students which is informed by significant professional expertise gained via practice, research/study and teaching experience. Includes designing units of study and their assessment regimes, identifying learning objectives and teaching methods, developing materials and resources, including materials for use online, communicating subject matter clearly and encouraging debate. Provide appropriate responses to student interventions during teaching, responding to questions within and outside class times and react proactively and positively to changes in course content or delivery.
- Designed, implement and evaluate teaching and learning packages, participate in the development and modernization of the curriculum.
- Designed, implement and evaluate assessment tools and criteria for courses, mark assessments, ensuring adequate moderation, providing written or oral feedback as appropriate. Mark final assessments as required.
- Engaged pro-actively in on-going professional development both in own subject and in teaching and learning. May include involvement in professional or teaching and learning networks within and outside the University.
- Take a role in programme evaluation, including facilitating student feedback, reflecting on own teaching design and delivery and implementing ideas for improving own performance.

Manager M&E / Manager Administration

Network for Human & Social Development | 1st May, 2015 to 30th April, 2020 |

Job Description

- Established the on-going monitoring and evaluation system
- Developed & supervised an on-going monitoring and evaluation strategy
- Ensured that M&E plan is modified and updated as improved information becomes available (updating indicators, baseline and targets upon the receipt of information from technical studies and in-take surveys)
- Ensured that management staff and programmes and donors are receiving adequate support to execute their M&E responsibilities (providing monitoring and evaluation training of staff and programme implementers)
- Support the implementation of Key Performance Indicators;
- Proposed strategies to increase data use and demand amongst Senior, Programme Coordinators;
- Consolidated monthly, quarterly, semi-annual & annual programmatic reports;
- Managed and ensure accuracy and quality of monitoring data reported at National level;

- Managed all incoming data to ensure accuracy and adherence to set quality standards;
- Supported M&E Coordinator in maintain the databases and oversee routine maintenance as needed to ensure data integrity;
- Mentor and supervise the M&E Coordinator, Assistants and data clerks;

Visiting Lecturer

Government College of Management Sciences, Thana Kpk |5th March, 2014, to 30th April, 2015 |

Job Description

- Teaches as a member of a teaching team within an established Programme of study.
- Teaches in a variety of settings from small group tutorials to large lectures, ensuring content, methods of delivery and learning materials meet the defined learning objectives for individual teaching sessions.
- Set and mark assignments and set examination questions as well as assessing the work and progress of students by reference to defined criteria and provide constructive feedback to students.
- Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analyzing feedback.

Visiting Lecturer

Peshawar Business School |1st June, 2014 till 31st March 2015 |

Job Description

- Interviewing course applicants
- Lecture planning, preparation and research
- Contact and teaching time with students
- Checking and assessing students' work
- Encouraging personal development via tutorial or pastoral work
- Invigilating examinations
- Attending staff meetings
- General administration
- Writing research proposals, papers and other publications
- Reading academic journals
- Attending and speaking at conferences and seminars

Project Officer

Association of People Living with HIV-Pakistan (UN-AIDS) |15th Nov, 2013 to 31st May, 2014|

Job Description

- Managed and implemented the project at country level.
- Managed & implemented projects at the highest standard of quality.
- Ensured timely collection of the questionnaires from data collectors and make entries into web portal after verifying the data.
- Developed awareness and advocacy work plan based on the findings of the "Needs of Assessment".
- Developed Quarterly progress reports.
- Managed & coordinate data collection activities including recruitment, training and management of data Collectors and other data collection-related decisions.
- Maintained proper and updated record and filing of the project activities.

Paid Internship

National Bank of Pakistan at Cantt Branch, Peshawar |15th July to 16th Sep, 2011|

Study the Operational work in the following Areas:

- Advances/ Credit
- Foreign Exchange Section
- Account opening
- Remittances
- Deposits and Bills

HONORS AND ADDITIONAL QUALITIES

- BBA Hons highest GPA holder during the entire Four years of education at Sarhad University, Peshawar.
- Remained class representative for the entire eight semesters of BBA honors & also in MBA to assist teachers and students in the conduct of lecture and allied academic activities, such as arranging paperwork, class rescheduling of missed classes and maintaining class room orderliness and discipline.

Organizational/ Managerial skills

- A demonstrated record of achievement, management, and responsibility.
- Ability to institute creative improvements that allow for more efficient managing of workflow. Delivered highly motivated and effective performance in all area of management.

Computer Skills

- Proficient with the entire Micro Office Suite, Knowledgeable about a variety of online research resources and familiar with both Mac and PC formats.

Personal Skills

- Practical: Inclined or suited to useful action, rather than speculation
- Organized: Place things in working order
- Hardworking: Done with energy, industrious.
- Cooperative: Work well with others
- Broad-minded: Being tolerant or liberal in thought or opinion

Publications

1. **Muhammad Arif (2025)** “Accidental Entrepreneurs: Recycling, Upcycling and Down cycling by Ecopreneurs at Bottom of Pyramid in Upper Swat” ONLINE ISSN: 3007-3197 | PRINT ISSN: 3007-3189
2. **Muhammad Arif (2025)** “The Effect of Digital Revolution in Business Operations: A Study of Small & Medium Enterprises in District Malakand and Swat, Khyber Pakhtunkhwa” Online ISSN: 3006-3310 Print ISSN: 3006-3302 Volume 3, Number 1, 2025, Pages 695 – 702
3. **Muhammad Arif (2023)** “The Transformative Influence Of Vocational Skills Training On The Women's Empowerment” <https://doi.org/10.53664/JSRD/04-03-2023-06-597-608>