



ASIYA PERVEEN

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SUMMARY

Experienced education professional with a strong track record in university admissions, academic coordination, and student support. Adept at student engagement, curriculum delivery, and cross-functional coordination. Seeking a dynamic university-level role to further contribute to academic excellence.

WORK EXPERIENCE

Shifa Tameer e Millat University Islamabad

August 2025 – till Date

- Working as a Senior Coordinator in Student Affair
- Manage and coordinate all student affairs activities.
- Handle student queries, concerns, and correspondence efficiently.
- Maintain and update student records and documentation in hard copy files
- Coordinate with academic and administrative departments for smooth operations.
- Initiate registration process by sending required documents/forms to Register's office (Hard and soft copies)

Al Qadir University

Project Manager – Admissions

Jul 2024 - June 2025

- Lead planning and execution of university admission campaigns and strategies.
- Coordinate with departments (marketing, IT, finance, and academic) to streamline the admissions workflow.
- Monitor and evaluate admissions data to improve outreach and optimize processes.
- Conduct interviews and manage communications with applicants through email, phone, and WhatsApp.

Assistant – Student Affairs

- Handled student inquiries and concerns with empathy and professionalism.
- Supported administrative functions and maintained updated student records.
- Organized student events and contributed to policy implementation.

Admission Counselor

Mar 2023 - Jun 2024

- Guided prospective students through application and program selection.
- Reviewed applications and developed targeted outreach campaigns.
- Collaborated across departments to ensure a seamless admissions process.

Allied School

Mar 2021 - Feb 2023

Academic Coordinator

- Supervised academic programs and provided student guidance.
- Supported teachers in curriculum implementation and lesson planning.
- Managed school events and administrative processes.

English Teacher

Mar 2020 - Feb 2021

Delivered engaging English lessons and supported student language development.

ISPR – Internship

Aug 2016 - Sep 2016

Gained hands-on exposure in media relations, crisis communication, and professional development.

SKILLS

Education & Admissions

University admissions strategy
Student counseling
Curriculum development

Administrative & Communication

Event planning & management
Cross-department coordination
Written & verbal communication

Technical Tools

Microsoft office suite
(Word, excel, PowerPoint)

Soft Skills

Empathy & problem-solving
Leadership & teamwork
Time management

ACHIEVEMENTS & AWARDS

- Certificate of Presentation – Al Qadir University (2025) Certificate of Appreciation – Al Qadir University (2023,2025)
- Best Teacher Award – Allied School (2022)
- Certificate of Appreciation – The Educators (2020)
- Youth Drama Festival Participant – Pakistan
- National Council of Arts (2016)
- Activity-Based Learning Workshop Certificate –Oxford University Press (2014)
- Certificate of Merit – Montessori Section, Green Lead School (2014)
- Montessori Teacher Training Certificate – (2009)

EDUCATION

Master's Degree - Communication & Media Studies
Fatima Jinnah Women University

2014-2016

Bachelor of Arts - English, Persian & Islamic Studies
Punjab University

2010-2012