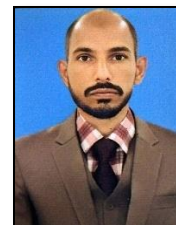


► MUHAMMAD FARHAT HABIB

Burma Town, Khanna Dak, Islamabad
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PROFESSIONAL SUMMARY

I am a devoted professional with more than **14+ years** of experience in the Higher Education Sector/ School, particularly in Exams/ Academic Administrative related matters, with an approach to innovation and problem-solving attitude.

WORK EXPERIENCE (14 Years)

➤ **Senior Clerk – 7 Years (19 Apr 2018 – Till date) / Assistant Controller of Exams (AOL)**

Bahria University Head Office, Islamabad (Health Sciences Section, Examinations Directorate)

❖ Perform Assistant Controller of Exams (AOL) duties as per requirement.

Supervise the following JDs:

- Periodic Review/ Online/On-campus Validation of Questions held in MBBS/ BDS Questions Databank.
- Upkeep of MBBS/ BDS Question Databank, Table of Specifications (TOS).
- Formulation of Question Papers for MBBS & BDS Annual and Supplementary Examinations.
- Keep Questions Databank in line with PMC rules and regulations.
- Lists/ approval of External and Internal Examiners.
- Processing of payments of Internal and External Examiners for Moderation of Papers/ Paper Marking/ Viva Voce.
- Printing and safe custody of Question Papers.
- Supervised/ Performed Invigilation/ Paper Marking duties for affiliated units of BU during exams.
- Conduct of Annual-based exams.
- Paper Marking activity at AU unit.
- Generate and compile MCQs results with OMR machine.
- Compilation, formulation & verification of results for each Annual and Semester-based programs.
- Scrutiny and Issuance of Final/ Interim Transcripts and Provisional.
- Prepare Final & Interim Transcripts for Annual & Semester-based programs.
- Preparation and scrutiny of lists of nominees for Honours & Awards Medals in Convocations.
- Coding and decoding of answer sheets.
- Verification of retotaling answer sheets.
- Checking Error & Omission in the results.
- Students Registration & Migration.
- Verification of student's documents.
- Verification of Roll Number Slips.
- Custodian of statutory books/ policies and documents related to the Examinations.
- Dealing of students' complaints and queries.
- Responsible for maintenance/ contract management for upkeep and record keeping of purchasing of items, stationary/ computers/ machines and printers in use.

➤ **Clerk – 1 Year 11 Months** (09 May 2016 – 18 Apr 2018)

Bahria University Head Office, Islamabad (Admissions Directorate)

- Compose & Design of University Prospectus, Profile and Student Handbook.
- Devising and maintaining office systems, including data management and filing.
- Screening phone calls, inquiries and requests, and handling them when appropriate.
- Meeting and greeting visitors at all levels of seniority.
- Organizing and maintaining diaries and making appointments.
- Dealing with incoming emails, faxes and post.
- Prepare documents, briefing papers, reports and presentations.
- I Protects organization's value by keeping information confidential.

➤ **Junior Clerk – 1 Year 10 Months** (07 Jul 2014 – 08 May 2016)

Bahria University Head Office, Islamabad (Examination Directorate)

- Enter data of Students Registration.
- Verification of student's documents, keeping and maintaining their personal files.
- Preparation, compilation and checking of the results.
- Checking Error & Omission in the results.
- Preparation of Students Interim & Final Transcripts.
- Prepare Students Migration Cards.
- Preparing Provisional Semester Result Notifications (PSRN).
- Prepare Convocation lists, update record of all Gold and Silver medals students for convocations.

➤ **Computer Operator – 1 Years 3 Months** (Apr 2013 – 31 Jul 2014)

Asria Education System (Asria Model Higher Secondary School) Asria Road, Jhelum

- Verification of students' documents, keeping and maintaining their personal files.
- Preparation, compilation and checking of the results. (All campuses).
- Preparation of Date sheet for all campuses.
- Duties allocation for other staff members.
- Keep Student Examination Record.
- Advertisement for new admission.
- Help with accounts department, voucher, ledger, salary etc.
- Composing of Question Paper of Exam.
- Check out the daily student's attendance.

➤ **Computer Operator – 2 Years 5 Months** (Oct 2010 – 31 Mar 2013)

AIMS (Al-Aqsa Islamic Model High School) Civil Line, Jhelum

- Verification of students' documents, keeping and maintaining their personal files.
- Preparation, compilation and checking of the results (All Campuses of AIMS).
- Preparation of Date sheet for all campuses.
- Duties allocation for other staff members.
- Supervising the Exam.
- Advertisement for new admission.
- Help with accounts department, voucher, ledger, salary etc.
- Composing of Question Paper of Exam.
- Teaching in primary computer classes and courses.
- Maintenance of computer Lab.

EDUCATION

MBA (HRM)	Bahria University Islamabad	2022	3.46
BLIS	Allama Iqbal Open University Islamabad	2017	68%
I.Com	Allama Iqbal Open University Islamabad	2013	67%
Matriculation	BISE Rawalpindi	2006	69%

PUBLICATION/ RESEARCH

- Habib, M. F., Alvi, M. K., & Nemati, A. R. (2022). Antecedents of Counterproductive Behaviour: A Study of Federal Semi Government Universities in Pakistan. Academy of Education and Social Sciences Review, 2(1), 22–32. <https://doi.org/10.48112/aessr.v2i1.108>
- Thesis - Nexus Between Intrinsic Rewards and Employee Motivation with Mediating Role of Servant Leadership in Public Sector Universities of Islamabad

CERTIFICATION

- Training on “Mastering 5S and Kaizen, The Toyota Way” from United Nations Associations of Pakistan (21 Oct 2023)
- Attend Training on “Effective Communication at Workplace” from Bahria University’s Leadership & Professional Development Centre (LPDC) (23 Aug 2023)
- Training on “Toyota 5s Methodology” from United Nations Associations of Pakistan (17 Jul 2021)
- Impact of Counterproductive Behavior, International Conference on Business & Commerce at Hailey College of Commerce, Lahore (25 Sep 2020)
- Office Management from Punjab Computer College, Mandi Bahauddin. (4 Apr 2005 to 5 Jul 2005)

COMPUTER SKILLS

- Campus Management System (CMS)
- Office Automation System (OAS)
- Office Management (Ms Word, Ms Excel, Ms Power Point etc)
- Operate Oracle Software
- Statistical Package for the Social Sciences (SPSS)
- In Page Professional
- Corel Draw
- Adobe Photoshop
- Windows Installation & Troubleshooting
- Hardware Assembling & Configuration

INTERPERSONAL SKILLS

- Team Management and Leadership skills.
- Strong decision making and problem-solving skills.
- Able to motivate and lead others in a team environment.
- Excellent communication skills, both written and verbal.
- An ability to build rapport and trust quickly with colleagues.
- Able to priorities tasks and workloads in order of importance.

PERSONAL INFORMATION

Father Name : Muhammad Habib
Date of Birth : 14-03-1990
NIC No : 37302-7528291-3
Religion : Islam
Marital Status : Married