

Sohail-ur Rahman

Azeem Town, Dhok Gangal, Rawalpindi, Pakistan
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Technical Skills:

MS Word
MS Excel
MS PowerPoint
Internet applications
SAP (Software)
LMS
UNITIME

PROFESSIONAL SUMMARY

To earn the confidence of people through hard work and dedication while providing quality services that contribute to the growth and development of the organization, utilizing my administrative, financial, and communication skills.

WORK EXPERIENCE

Executive Coordinator

*Riphah College of Rehabilitation Sciences, Riphah International University
December 2020 - Present*

Designation: Executive Coordinator at Gulberg Campus, Islamabad. Develop and manage academic calendars and examination schedules. Handle student registrations on SAP/Moellium and coordinate with the Registrar's Office. Prepare academic documents. Coordinate BASR meetings, MS/PhD documentation, and HEC program review. Manage faculty payments and budgets. Process foreign verification documents for students. Serve as liaison between coordination office, HODs, Principal, and Dean. Oversee operations, procurement, SAP, UNITIME and related administrative tasks.

- Develop and manage academic calendars and examination schedules (midterm, final term, and re-sit).
- Handle student registrations on SAP/Moellium and coordinate with the Registrar's Office for issuance of University Registration Numbers.
- Prepare and issue academic documents such as Bonafide, Reference, Course Completion, Recommendation, and English Proficiency Letters.
- Coordinate BASR meetings, MS/PhD program documentation, and HEC program review requirements.
- Manage visiting and residency faculty payments and post bills on SAP.
- Supervise and prepare budgets related to visiting faculty.
- Process foreign verification documents (HCPC, FCCPT, CORU, CAPRA) for students.
- Serve as liaison between coordination office, HODs, Principal, and Dean.
- Oversee operations, procurement, SAP, UNITIME, and related administrative tasks.
- Manage student migration and transfer cases and maintain HEC-related data and compliance records.
- SAP Responsibilities: Timetable scheduling, manual student enrollment, course creation/offering, D-type setup, appraisal settings, and evaluation management.
- Set special authorizations, capacity planning, and instructor-campus relations.
- Reset student passwords and update academic data.
- Moellium (LMS) Responsibilities: Manual student enrollments and course assignments to teachers.
- Create and manage student and teacher accounts.
- Technical Proficiency: MS Word, Excel, PowerPoint, Internet applications, SAP (Software), LMS, and UNITIME.

Program Coordinator

*Isra Institute of Rehabilitation Sciences, Isra University
April 2010 - December 2020*

Managed academic calendars, examination schedules, and timetables for undergraduate and postgraduate programs. Handled course registration, enrollment, and liaison with visiting faculty. Prepared visiting faculty payments, semester budgets, and payments for MPhil/PhD programs. Drafted correspondence for various departments. Issued intra-office notifications and processed transfer cases maintaining compliance. Documented ASRC and

BOS meeting minutes. Prepared and submitted QEC, PCD, and seminar proformas for PhD and HEC reporting.

- Prepare academic calendars, examination schedules, and timetables for undergraduate and postgraduate programs.
- Manage course registration, enrollment, and liaison with visiting faculty.
- Prepare visiting faculty payments, semester budgets, and open defense payments for MPhil/PhD programs.
- Draft correspondence for PVC, Registrar, Administration, and Finance departments.
- Issue intra-office notifications regarding students, faculty, and examinations.
- Process transfer cases and maintain compliance with academic rules and regulations.
- Document ASRC and BOS meeting minutes.
- Prepare and submit QEC, PCD, and seminar proformas for PhD and HEC reporting.

Intern

MCB Bank Ltd.

June 2008 - August 2008

Internship at Main Branch covering Deposits, Clearing, Accounts, Credits, and Foreign Trade.

- Covered areas: Deposits, Clearing, Accounts, Credits, and Foreign Trade.

EDUCATION

MBA in Management

Gomal University

2009

BBA in General

Gomal University

2007

FA

Govt. Degree College No. 2

2004

SSC

Govt. Higher Secondary School No. 2

2001