

TAIMOOR SHABBIR

Executive Officer

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Address: LDA Housing Society, Riwand Road, Lahore

OBJECTIVE

A people person with self-learning skills committed as a team player with strong analytical and problem-solving skills, willingness to relocate, and ability to quickly adapt to new environments and technologies, dedicated to successful project completion. My work is directly related to the Management Field. I have 6 years' Working experience in Different Universities, Riphah International University Lahore, The University of Lahore and University of Education. It's made me a highly competitive candidate for a job in the Management Field.

PROFESSIONAL EXPERIENCE

Executive Officer

RIC Examination Department.

Riphah International University, Lahore.

January 2025 - **Current Working**

- Working in MIS, CMS, MS Office
- Prepared and processed students' final result cards accurately.
- Midterm & Final term grade Upload in MIS & ERP SAP in given time.
- Verified results of 48 affiliated colleges and supported result notifications.
- Maintained exam confidentiality and data security throughout processes.
- Working in Centralized Datasheet of 48 college.
- Handled transcript verification as per result notifications.
- Prepared External Superintendent Payment sheets and coordinated final exams Maintained HEC-compliant documentation (soft & hard copies).
- Ensured professional communication with all departments

Admin Officer Ast

Controller of Examination Department

The University of Lahore, Lahore

(Feb -2020 to 2024)

- Worked in MIS, ERP SAP, MS Office
- Worked in Transcript and Students Final Result Card
- Worked in BASR Meeting and Academic Council and Maintain Data.
- Worked in PhD Comprehensive Exam.
- Maintain PhD/ MS/M.Phil. all Documentation, Students Files under the umbrella of Higher Education Commission (HEC)
- Worked in PhD & MS Thesis Evaluation/VIVA Voce Letter.
- Worked in External Supervisor and Examiners Payment Sheet.
- Worked in Thesis Evaluation Process with Foreign & Local External Examiners for PhD Students.

- Maintain Polite and Professional Communication.
- Worked in Research Publication of PhD & MS Students and also checked from HEC Website & SJRS and University ORIC department.
- Documents Verification in Email Verification, DG FLOW Website, Different Countries Embassy Verification.
- Hard file documents Verifications, and Maintain data in soft & Hard Documents.
- Pharmacy Council Students Verification, PMDC Students Verification, PNC Students Verification.

Admin Executive

LSM, University of Education, Lahore

March 2019-Feb 2020.

- Worked in MS Office & MIS for Students Enrolment
- Worked in Semester Timetable
- Responsible for the storage, collection and dispatching of examination papers in a timely manner
- Taking notes and preparing Minutes of Meetings, and assuring that these minutes are distributed, approved and recorded
- Monitoring online classes during COVID-19.
- Handing In/out and collecting Exams papers and answer books
- Worked as an Examination Committee Member

Education

The University of Lahore, Lahore

Master in Project Management.

(GPA: 3.12/4.0)

Bahauddin Zakariya University, Multan

Bachelor in Social Science.

(Grade .549/800)

RELEVANT SKILLS

Ability to Work in a Team

Effective Time Management

Fast Learner

Data Entry/ Record keeping

Confidence and Decision Making

Ability of Multitask

Use of Technology and software skills

Certificate

- Three Months Computer Diploma in Vocational Training Institute Muzaffargarh.
- Certification of Organizing three days Workshops on (Organizational Behavior. Team Building in Management Filed.
- Appreciation / Shield form Directors LSM for Successful completion of all Documentation.

Reference

- Reference will be furnished on Demand.