

Danish Hafeez

A confident, creative, enthusiastic, and hardworking individual with a presentable personality and capability in QA methodologies, performance evaluation, entrepreneurship, startup management, HR management, recruitment, project management, administration, and proposal writing,

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Rawalpindi.



QUALIFICATION

Master in Business Administration (Human Resource Management) (2010)

National University of Modern Languages
Islamabad

Bachelor in Commerce (2007)

Islamabad College of Management & Commerce (University of Punjab)

EXPERIENCE

MANGER QEC

CAPITAL UNIVERSITY OF SCIENCE & TECHNOLOGY, ISLAMABAD

JULY 2025 - Present

Key Responsibilities:

- Responsible for the smooth execution of PREE, Post-graduate Program Review (PGPR), and External Visits, keeping in view the requirements of QAA-HEC.
- Responsible for the Self Review of Institutional Performance and Enhancement (RIPE) and coordinating the preparation of the Institutional Portfolio Evaluation Report (IPER) Revamped PSG-2023 Framework.
- Responsible for the compilation of QEC's Yearly Progress Report (YPR).

ASSISTANT MANAGER (BUSINESS INCUBATION CENTER)

FOUNDATION UNIVERSITY ISLAMABAD

February 2019 – July 01, 2025

Key Responsibilities:

- Assist the Director of BIC in the overall planning of the activities, resources, budgets, and operations of the Business Incubation Center.
- Organize and conduct Incubation Center awareness seminars and receive business proposals.
- Shortlisting of the business proposals received by startups.
- Organize and arrange all the FUBIC Committee meetings.
- Provide support to startups in filing patents and trademarks through the Intellectual Property Organization (IPO-Pakistan).

KEY

STRENGTHS

- Time Management
- Problem solving
- Leadership
- Active Listening
- Motivating
- Negotiating
- Organizing
- Ability to work under pressure
- Persistence
- Quick Learning
- People Orientation

CERTIFICATES

- AHA HEART SAVER FIRST AID with CPR and AED Course (Jan 2015)
- Graphic Designing 2005 Askaria College
- English Language 2005 Askaria College

LANGUAGES

- English
- Urdu
- Punjabi

KEY SKILLS

- Adobe Photoshop
- MS Office
- Troubleshooting possible errors/problems related to the system.
- Presentation in infographics

INTERESTS

- Event Management
- Traveling

Achievements

- Judge in the Zindigi prize regional at HITECH, Taxila.
- 29x startups have been mentored & trained with the Director BIC at Foundation University Business Incubation Center.
- Prepare draft FUI-Consultancy and IPR Policies.
- Provide facilitation to Director BIC in 100x+ plus trainings and mentorship sessions.
- Provide facilitation in arranging 2x boot camps for startups.

- Organization of workshops/events/visits/seminars/training & mentorship sessions/talk sessions for the Incubation Center.
- Handling all the social media platforms of the Incubation Center.
- Prepare all the Incubation center's industrial MoUs and organization of MoU signing ceremonies with the stakeholders.
- Prepare all the required reports and maintain a comprehensive set of records on all tenant and client activity.
- Draft FUI Consultancy Policy and FUI Intellectual Property Rights Policy.
- Provide assistance to the ORIC department in the compilation and completion of the ORIC Score Card.

SENIOR OFFICER (ADMIN & HR)

FECTO Cement Limited (Fecto group of Industries)

October 2015– February 2019

Key Responsibilities:

- Responsible for employees medical Insurance (all supportive tasks).
- Responsible for all the activities of the social security and EOBI includes registration of new employees, changes in data and contribution submission etc.
- Stationery issuance as per approved quantity to all departments. (approve the requisitions accordingly as per directions of Senior Manager Admin)
- Coordinating with the store department for stationery, utilities and furniture issues.
- Circulating Monthly attendance report received from time office to the Head office Karachi for payroll.
- Other administrative tasks assigned by the Senior Manager Admin.

HR OFFICER

McQueen's Education (Middle East) FZ-LLC, Dubai, UAE.

April 2014 – May 2015

Key Responsibilities:

- Reporting to Director Middle East and UK.
- Developing Job descriptions and specifications, preparing job advertisement, shortlisting CVs, coordination in interview and create job contracts.
- Maintain Employee record in soft and hard copy.
- Update human resources policies and procedures that comply with federal and state laws when required
- Preparing Payroll and maintaining employee records.
- Manage visa process electronically and follow up with government authorities accordingly.
- Prepare Inventory record and Audit on monthly basis.
- Manage inventory, office stationery and relationship with suppliers.
- Prepare and conduct student orientation.
- Maintaining student record in organization's online system.
- Resolve student problems regarding visa, accommodation and course.
- Maintaining expense record in online QuickBooks system.
- Handling petty cash for expenses.
- Assist in Kebab central Station (Casual dining restaurant) projects and also hired entire crew for the KCS restaurant.

HR Officer

Caraway Pharmaceutical, Rawat, Islamabad, Pakistan.

June 2013 – March 2014

Key Responsibilities:

- Reporting to the Chief Executive.,
- Coordinating in recruitment.
- Completing all the joining formalities.

- Handling Employee Database (Both in Soft Form and Files Management)
- Managing Leave record and report to the CE on daily basis.
- Preparing of the payroll after calculating overtime, allowances (for sales staff) and attendance and disperse the same accordingly.
- Preparing and completing performance appraisal at the end of each year.
- Conduct exit-Interviews.
- Handling EOBI and Social security issues and assure timely payment of contribution..
- Preparing full and final Settlement for account of employee/s who left service.
- Handling all the queries of the employees related to salary, leaves, overtime, fines etc.
- Supervising and Inspecting Cleaning and Maintenance Departments.

Program Officer

Value Resources (Pvt) Limited, Islamabad, Pakistan.

January 2012 to May 2013

Key Responsibilities:

- Preparing PowerPoint presentations
- Preparing MOU and contracts..
- Participating in networking with the potential clients and target customers.
- Planning, developing and implementing strategy for market penetration
- Acquiring TORs related to project and submitting the proposals/EOI
- Proposal writing and development
- Team lead of Business Development team
- Coordinating with the Research Department.
- Planning and developing Media Monitoring Process
- Supporting the execution of ongoing projects of Research, Monitoring & Evaluation.