



Samaviya Akhtar

Sports Specialist

A dedicated and results-oriented Sports Specialist and Sports Administrator with experience serving as Assistant Director Sports, Rawalpindi Division, under the Higher Education Department, Punjab. Proven expertise in sports administration, Punjab-level event organization, athlete coordination, and policy implementation. Skilled in managing large-scale intercollegiate competitions, coordinating with multiple stakeholders, and ensuring compliance with institutional regulations. Demonstrates strong organizational, communication, and leadership abilities with a commitment to promoting athlete development and sports excellence.

Experience

2025 - Till Date

Govt. Graduate College, Satellite Town, Rawalpindi

Lecturer Physical Education

- Delivered theoretical and practical courses in Physical Education and Sports Sciences in accordance with approved curricula.
- Planned and conducted lectures, practical classes, and skill-based training sessions.
- Assessed students through tests, practical evaluations, assignments, and examinations.

2023 - 2025

Directorate of Education (Colleges), Rawalpindi

Assistant Director (Sports)

- Organized and supervised Punjab-level intercollegiate sports events under the Higher Education Department, Punjab.
- Managed administrative operations for divisional sports activities in accordance with HED policies.
- Coordinated with colleges, officials, and event staff for smooth conduct of competitions.
- Oversaw event logistics, including venues, scheduling, equipment, and transportation.
- Monitored budget utilization and financial documentation for sports activities

2021 - 2022

PAK-TURK MAARIF SCHOOL & COLLEGES INTL

Sports Teacher

- Planned and delivered age-appropriate physical education and sports lessons in accordance with the school curriculum.
- Conducted daily physical training sessions, warm-ups, drills, and fitness activities.
- Developed fundamental motor skills, coordination, and physical fitness among students.
- Identified and trained talented students for inter-school sports competitions.
- Organized and supervised intra-school and inter-school sports events and tournaments.

Contact

Phone

0331-5653941

Email

Samaviya.akhtar@gmail.com

Address

Rawalpindi

Education

2023 - Till Date

Mphil Sports Sciences & Physical Education

Muslim Youth University, Islamabad

2016 - 2018

Msc Sports Sciences & Physical Education

University of Punjab, Lahore

Expertise

- Administrative Operations
- Event Logistics
- Event organization & Management
- Resource Management
- Record Keeping & Reporting

Language

English

Urdu

Reference

Muhammad Fahmeed

BISE Rawalpindi / Director

Phone: 0333-4612381