

Muhammad Farhan

Graduate Research Coordinator



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Islamabad**

ACHIEVEMENTS

- **2018 | EMPLOYEE OF THE
THIRD QUARTER**

SKILLS

MS Office
Office Administration
Record Management
Data Collection
Data Analysis
Time Management
Coordination & Communication
Event Management
Invoicing
Budgeting & Controlling
Financial Modeling
Quick Books
Microsoft Dynamics

LANGUAGES

English
Urdu

ABOUT ME

Seeking a career-oriented and challenging job with an opportunity to enhance my professional skills and contribute towards company growth.

EDUCATION

2022-24	SHIFA TAMEER-E-MILLAT UNIVERSITY MS Finance
2017-19	NCBA & E LAHORE M.Sc. Management Sciences (A & F)
2012-14	UNIVERSITY OF PUNJAB Bachelor of Commerce
2009-11	BISE RAWALPINDI F.Sc. (Pre-Engineering)
2007-09	BISE RAWALPINDI Matriculation

WORK EXPERIENCE

2024- Current | Graduate Research Coordinator Air University School of Management

- Overseeing graduate programs within the Management Sciences department.
- Managing all aspects of graduate research, including student progress tracking, thesis submissions, and compliance with institutional guidelines.
- Collaborating with faculty and staff to ensure smooth program operations.
- Serving as a liaison between students, supervisors, and administrative units for timely communication and issue resolution.

2020-24 | Senior Coordinator Shifa Tameer-e-Millat University, Islamabad

- Managing the entire admissions process, including application review, document evaluation, Entry Test, interviews, and coordinating events.
- Overseeing enrollment and registration, ensuring accurate data entry, and coordinating with departments for smooth processes.
- Maintaining accurate student records, handling document requests, and ensuring compliance with institutional and legal requirements.
- Organizing orientation programs, providing resources for new student transitions, and coordinating onboarding activities and events.
- Addressing student concerns, managing well-being programs, and facilitating access to tutoring, counseling, and support services.
- Planning and executing student events, including welcome and farewell parties, graduations, workshops, synopsis and thesis defense while coordinating with vendors, faculty, and staff.
- Serving as a liaison among students, faculty, and administration, while communicating updates and distributing promotional materials and newsletters.
- Liaison with fee section, exam department, and other statutory offices of the university for up-to-date records and student clearances.
- Ensuring adherence to institutional policies, staying informed on education regulations, and implementing student affairs policies.
- Analyzing student data to identify trends, preparing reports for senior management, and using data to inform strategic planning.
- Working closely with other departments to ensure cohesive student services. Participating in committees and task forces related to student affairs.
- Drafting of minutes of meeting of different meeting.
- Processing of thesis from student submission to thesis defense.

2014-20 | Coordinator University of Management & Technology, Lahore

- Ready prospectus for upcoming session.
- Develop clear, accurate admission information and detail of all programs.
- Counsels and advises newly admitted students and their guardian.
- Develop and maintain data base of applications. (Selected and Rejected)
- Display of selection list on website.
- Follow up from accounts department for student's dues.
- Maintain coordination between examination department finance department and year coordinators for eligibility of students to take professional/entrance test.
- Responsible to assign all duties of National Scientific Congress event.