

ADIL SHAKOOR

Contacts & Address

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Pakistan



Profile

Professionally experienced with 19 years of service, with a strong academic and administrative background. Proven ability to manage examination systems/operations, maintain confidential records, coordinate with academic staff, and supervise departmental workflows. Known for reliability, attention to detail, and strong organizational skills. Promoted based on performance and trusted with greater responsibilities. Committed to efficiency, accuracy, and professional growth in the education sector. Practical and outcome-oriented management experienced, with a track record of delivering in diverse range of management functions that supports administration & management in achieving organizational goals.

Objective

To obtain a responsible position in an educational institution where I can utilize my experience in examination management, office administration, and coordination to contribute in institutional growth and excellence.

Professional Work & Experience

Foundation University Islamabad

Duration: April 28, 2022 till date

Position: Superintendent (Exams Cell)

Key Responsibilities:

- Handling all Ph.D's programs till degree completion & submission of Country Directory Proforma.
- All matters pertaining to university examinations, conduct, Secrecy, tabulation & issuance of all certificates/transcripts/degrees & other examinations matters.
- To ensure safe custody of examinations records, question papers etc.
- Responsible for ensuring and maintaining strict secrecy of all information regarding the examinations.
- To ensure the timely issuance of grade cards/transcripts & Degrees to the students.
- Issuance & verification of Grade Cards, Transcripts & Degrees.
- To manage office staff and coordinate with administration.
- To manage budget/stationary regarding examinations.
- Handling all cases regarding European Credit Transfer and Accumulation system ECTS.
- Handling all cases regarding retake of exams.
- Handling all cheating cases.
- Handling Merit scholarship lists.
- Handling all convocation data.
- To ensure compliance with university rules and examination policies.
- To provide required data to all govern bodies like HEC, PEC & NTC etc.

Foundation University Islamabad

Duration: July 30, 2007 to April 27, 2022

Position: Office Assistant

Key Responsibilities:

- All matters pertaining to university examinations, conduct, Secrecy, tabulation & preparation of all certificates/transcripts/degrees & other examinations matters.
- To prepare/moderate examinations records, question papers, exam schedules, seating plans and invigilation duties etc.
- To ensure the timely preparation of result preparation, grade cards/transcripts & Degrees of the students.
- To maintain all the general/program files regarding examinations record, year & batch wise.
- To prepare required data for all govern bodies like HEC, PEC & NTC etc.

Qualification:

Degrees/Certificates	Year	Discipline/Subjects	Institution/Board
BBA (Hons) 2.5 years Continuing	2025-2027	Business Administration	AIOU, Islamabad
B.A (Graduation)	2013	General Group	AIOU, Islamabad
HSSC (Intermediate)	2004	Civics, Geography, & Islamic Studies	BISE, Rawalpindi
SSC (Matric)	2002	Mathematics, Physics, Chemistry & Computer Science.	BISE, Rawalpindi

Certificates:

Course Title	Year	Discipline	Institution
Certificate in Computer Sciences	2005	Office Automation	National Institute of Electronics, Ministry of Science & Technology (NIE) Islamabad
Certificate in English Language	2003	English Language (Reading, Writing, Speaking & Listening Skills)	National University of Modern Languages (NUML) Islamabad

Skills:

- Examination & Academic record management
- Confidential data handling
- Office & staff coordination
- Computer Knowledge
- Time Management
- Good Communication

Personal Information:

- ☐ Father's Name : Abdul Shakoor
- ☐ Date of Birth : 16-10-1986
- ☐ CNIC No. : 37405-0350774-7
- ☐ Domicile : Rawalpindi (Punjab, Pakistan)
- ☐ Marital Status : Married