

CURRICULAM VITAE

===== (PROFILE) =====

Result Oriented Educational leadership with over 8 years of
Management/Managerial/Administrative/Non-Teaching Experience

===== (PERSONAL INFORMATION) =====

Name: Qasim Rasheed Religion: Islam
Father's Name: Abdul Rashid Gender: Male
CNIC No: 61101-2324294-7 Marital Status: Single
Date of Birth: 14th February, 1991 Nationality: Pakistani
Domicile: Province: Punjab / District: Rawalpindi
Postal & Permanent Address: Village Dhoke Ali Mardan
P/O Mughal Via Sihala Tehsil & District Rawalpindi.
Mobile/Cell No.: 0312-6196101 / 0300-0511341
Languages known: English – Urdu - Punjabi
E-mail: hajibarlas9717@gmail.com / qr2129@gmail.com



===== (ACADEMIC QUALIFICATION) =====

1) MSc (Mathematics) Lahore Garrison University Lahore

Passing Year	CGPA			Division	Grade
	Obtained	Total	%		
2017	3.18	4	73	1 st	A

2) BSc (Mathematics/Physics) University of the Punjab

Passing Year	Marks			Division	Grade
	Obtained	Total	%		
2015	368	800	46	2 nd	C

3) HSSC FSc (Pre-Engineering) FBISE-Islamabad

Passing Year	Marks			Division	Grade
	Obtained	Total	%		
2009	687	1100	62	1 st	B

4) SSC (Science) FBISE-Islamabad

Passing Year	Marks			Division	Grade
	Obtained	Total	%		
2007	555	850	65	1 st	B

===== (PROFESSIONAL QUALIFICATION) =====

1) B.Ed. Riphah International University Islamabad

Passing Year	CGPA			Division	Grade
	Obtained	Total	%		
2020	3.60	4	90	1 st	A

===== (PROFESSIONAL CERTIFICATION) =====

Certification: Finance and Accounting for Non-Financial Executives (October1-3, 2025)

Certification: Taxation Laws of Pakistan (October7-10, 2025)

Institute: Pakistan Institute of Management Islamabad

===== (PROFESSIONAL EXPERIENCE) =====

Job Title: Head of Admissions/Examinations and Student Affair

Dates (from-to): 1st August 2017 - 1st August 2023 (6 Years)

Name of organization: Govt.M.C Community Model College for Boys Amar Pura Rawalpindi

Position Summary:

1. The purpose of the Head of Admissions/Examinations and Student Affairs is to serve as a senior administrator responsible for the development and delivery of essential student-centered program and services.
2. The position is responsible for identify, analyzing and serving student academic, career, social and recreational needs.
3. The position ensures that college students and their families receive effective and timely customer services.
4. The position is responsible for creating opportunities for students to remain academically successful, professionally and socially responsive.
5. Promoting relationships based on mutual respect and reinforcing core values among our students.

Job Title: Assistant (Hostels)

Dates (from-to): 1st March 2023 - Till Date (2 Years 9 Months)

Name of organization: Rawalpindi Women University 6th Road Satellite Town Rawalpindi

Responsibilities:

1.Facility Mangement:Ensuring that the hostel premises are well maintained,clean and safe for resident and visitors.

2.Administration And Reception duties:

- i. Receipt and dispatch including File Tracking System.
- ii. Diarizing (to enter all receipts of the Section in Diary Register) and placing them on relevant files or open new files. Making red entry in the note portion of the files.

- iii. Sorting, distribution and filing of papers.
 - iv. Maintenance of registers relating to office files, recorded files, destroyed files and movement register showing the whereabouts of the files received in or sent out of the Hostel. Should also keeping a register of pending cases, showing the files required to be submitted for issue of reminders or otherwise on due dates, a register of reference books available in the Section and maintain the following prescribed registers;
Imprest Money Register/ Cash Book/Stock Register/Mess Stock Register/Hostel Security Refund Register /Boarders In/Out Register/Complaint Register/Guest Inn/Out Register/ Utility Expenditure Register/Saleable Garbage Register/Admission With drawl Register/Fine Register/
- 3.Maintenance Coordination:Coordinating repairs and maintenance work for the hostel's infrastructure including plumbing ,electrical,civil and general keepup.
 - 4.Finanacial Mangement:Handling and managing Hostel Fee(Residential/Mess/Security), Billing and invoicing of venders, Issuance of cheques to venders ,maintaing financial records of cash book, Monthly /Quaterly/Yearly hostel mess account reconciliation, Budget Estimation of hostel department
 - 5.Inventory and Supplies Management:Keeping track of inventory levels,ordering supplies and maintaining adequate stock to meet the hostel's needs.
 - 6.Students Service and Support:Helping students and parents,addressing their inquiriesand ensuring a pleasant and comfortable stay.
 - 7.Team Coordination:Supervisiong and managing a team of Mess Staff, Cleaning staff,Security Personnel,and other Support Staff.Ensuring,providing guidance and scheduling to ensure efficient hostel operations in compliance to university rules and regulation.
 - 8.Security and Safety:Maintaining a secure environment for residents and their belongings.Monitoring access to the hostel,handling emergencies or incidents and following safety protocols.
 - 9.Emergency Prepardness:Implementing emergency protocols and guding students and staff during medical/crisis.
 - 10.Especially For Assistant:Apart from that Assistant Hostels is expected to be able to display the highest level of leadership qualities and take care of the overall responsibilites of the hostel department on the requirements of Hostel Mangement Committee and Hostels Accounts Committee.

===== **(SKILLS)** =====

- 1) Excellent organizational, interpersonal and communication skills
- 2) Proficiency in computer applications, including MS Office and virtual meeting platforms for remote learning.
- 3) Proficient in many social media sites.
- 4) Understanding health and safety issues in an educational environment.
- 5) Self-disciplined, proactive and capable of taking initiative to achieve organizational objectives.
- 6) Strong team player with the ability to collaborate effectively in a diverse and inclusive work environment.
- 7) Adaptability and openness to learning and integrating new ideas and practices.

- 8) Time management and ability to meet deadlines.
- 9) Ability and willingness to be very flexible and accommodating in difficult working circumstances.