



HISSAM UL HAQ

PERSONAL SECRETARY OF PRINCIPAL

CONTACT

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Islamabad, Pakistan

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EDUCATION

2012-2014

PUNJAB GROUP OF COLLEGES

- I.Com in Commerce

2012

ANGLO ARABIC SECONDARY SCHOOL

- Matric in Computer Science

SKILLS

Key Skills and Responsibilities

Office & Administrative Management

Payroll & Claims Processing | Supervising Internal & External Payments

Visiting Faculty Coordination

Handling Email & Correspondence | Professional Communication

International Verification

(HCPC, CORU, FCCPT, CAPR) | Managing Confidential Documentation | Proficient in Microsoft Office

HCPC Registration Online

Providing Administrative Support | Time & Calendar Management

Leadership

Document Management | Event & Exam Management

PROFILE

A highly organized and professional Administrative Officer with over 5 years of experience providing comprehensive secretarial and coordination support to the Principal's Office. Skilled in handling official correspondence, payroll, financial documentation, and international verification matters with accuracy and confidentiality. Adept at coordinating academic, administrative, and financial departments while maintaining professionalism and efficiency.

WORK EXPERIENCE

Isra University, Islamabad

2018 - PRESENT

Personal Secretary to Principal

☑ **Secretarial & Communication Support:** Managed the Principal's schedule, meetings, appointments, and official communication. Drafted, reviewed, and formatted official letters, summaries, notifications, and reports. Drafted, sent, and responded to official emails on behalf of the Principal, and followed up on communications with various departments.

☑ **Financial & Claims Processing:** Prepared and processed monthly payroll for faculty and staff. Handled advisement forms, makeup class arrangements, and visiting faculty payment claims. Processed payments for internal and external examiners/supervisors.

☑ **International Verification & Documentation:** Prepared documentation and correspondence for international verification authorities including HCPC, CORU, FCCPT, and CAPR. Maintained confidential files, approvals, and office documentation with precision.

☑ **Academic & Administrative Coordination:** Coordinated between academic, administrative, and financial departments for smooth operations. Assisted in organizing academic meetings, faculty schedules, and departmental activities. Supported recruitment, HR cases, and other administrative approvals as required.

☑ **Exam & Enrollment Management:** Organized academic timetables and exam schedules, including midterms, finals, and re-sits. Managed the enrollment process for various academic programs. Maintained academic records, particularly for students with academic deficiencies.

INTERSHIPS EXPERIENCE

BANK ALFALAH

May 2017 - July 2017

Responsibilities: Assisted in various banking operations including deposit handling, clearing processes, account management, credit documentation, and foreign trade transactions.

HOBBIES

Volunteering:

- Passionate about community service and contributing to social causes.

Photography:

- Enjoy capturing moments and exploring photography as an art form.

Cricket:

- Enthusiastic about playing and following Cricket.

Traveling & Hiking:

- Love exploring new places and engaging in outdoor activities.

LANGUAGES PROFICIENCY

- English (Fluent)
- Urdu (Fluent)
- Punjabi(Fluent)

REFERENCES

- References are available upon request.

The Mentor School and College

August 2017 - October 2017

Responsibilities: Managed faculty attendance records, maintained software databases, supported the principal with administrative tasks, and handled student admission documentation.

Certifications

- Certificate of Service - Personal Secretary to Principal
- Office Management & Communication Skills Certificate
- Advanced MS Office & Administrative Tools Certificate

Awards/Activities

- Outstanding Administrative Support Award - IIRS (2022)
- Employee of the Year (Executive Office Category) - IIRS (2021)
- Appreciation for Office Coordination & Confidential Handling - Principal, IIRS