

Majida Shaheryar

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House# D-910 ,Block D, Satellite Town Rawalpindi, Pakistan.

Professional Summary

Highly organized and results-driven administrative professional with over 13 years of experience in managing academic, operational, and HR functions. Proven ability to lead cross-functional teams, streamline processes, and ensure smooth daily operations within fast-paced environments. Adept at managing internal communications, developing policy frameworks, and supporting institutional growth. Seeking an administrative position where I can apply my leadership and operational expertise to contribute to organizational excellence.

Education

MBA – Human Resource Management (Equivalent to MS)

KASBIT, 2016–2019

CGPA: 3.49

Bachelor of Commerce (B. Com)

University of Karachi

Grade: B

Professional Experience

Ziauddin University

Karachi, Pakistan

Managing Editor

Nov 2023 – Present

- Oversaw editorial office operations and publication schedules for an academic journal (Pakistan Journal of Medicine and Dentistry).
- Streamlined workflow processes and implemented tools to track peer review cycles.
- Coordinated communication with internal departments, authors, and editorial teams.

Manager, Research & Operations Development

Mar 2017 – Sep 2022

- Directed operational planning and managed office functions across research departments.
- Led internal audits and reporting for HEC accreditation, ensuring compliance standards.
- Managed administrative support services including hiring, orientation, and employee documentation.
- Provided executive support to senior management in policy planning and implementation.

The Education Works

Assistant Manager Admin / Coordinator to COO

Sep 2022 – Nov 2022

- Facilitated daily administrative functions and tracked department deliverables.
- Liaised with multiple departments to ensure the timely execution of academic and business operations.
- Maintained vendor relationships, processed invoices, and coordinated office maintenance.

Echo Digital Pvt. Ltd.

HR Intern

Nov 2022 – Dec 2022

- Maintained HR records, prepared employee files, and supported onboarding efforts.
- Assisted with attendance monitoring, payroll input, and HR documentation.

British Council

Assistant Exam Supervisor (Part-time)

Jan 2018 – Present

- Managed exam center logistics and supervised test-day operations.
- Ensured adherence to organizational and examination protocols.

Independent Travel Consultant

Aug 2007 – Dec 2013

- Handled administrative tasks including ticketing, itinerary planning, and visa processing.
- Delivered consistent client service and maintained booking records and communications.

Key Skills

- Office & Administrative Management
- Human Resource Coordination

- Research & Compliance Reporting
 - Scheduling & Workflow Optimization
 - Policy & Document Management
 - MS Office, Google Workspace, SPSS, Power BI
 - Stakeholder & Vendor Communication
 - Time & Resource Management
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Certifications

- *Work-Life Balance and Remote Work* – Coventry University
 - *Certificate in Air Ticketing* – ABACUS System
 - *Entrepreneurship Workshop* – Business Development Foundation
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References

Available upon request.