

Muhammad Tahir Mehmood

Administrator | Psychologist | Education Counseling & Consulting Manager



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PROFESSIONAL SUMMARY

Highly skilled and results-driven **Administrator, Psychologist, Education Counseling & Consulting Manager** with **years of progressive experience** in educational planning, academic administration, student affairs, admissions management, human resources development, and Education counseling. Proven ability to design, manage, and deliver high-quality educational and psychosocial services across academic institutions, training organizations, and corporate environments.

Strong expertise in **Human Resource Development, Instructional Design, institutional operations, Training Need Analysis, CPD Program management and Learning support**. Recognized for strategic HRD leadership, ethical practice, evidence-based decision-making, commitment to professional success and organizational growth.

CORE COMPETENCIES

- Educational Planning & Institutional Management
 - Admissions, Registration & Examination Systems
 - Student Affairs & Academic Coordination
 - Child & Adolescent Mental Health Support
 - Career Counseling & Education Pathway Guidance
 - Human Resource Management & Operations
 - Training Design, Delivery & Capacity Building
 - Monitoring, Evaluation, Learning & Accountability (MEAL)
 - Project & Financial Management
 - Leadership Development & Organizational Growth
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PROFESSIONAL EXPERIENCE

Regional Executive
Global Technical Institute

- Led regional academic and administrative operations
- Coordinated institutional planning and compliance
- Strengthened admissions and student support systems

Admissions & Coordination Officer (ACO)

National Institute of Management Sciences

- Managed admissions processes and academic coordination
- Provided student counseling and pathway guidance
- Ensured accurate registration and documentation systems

Assistant Manager – Registration & Examinations

The Education Academy of Science & Technology

- Oversaw examination systems and academic records
- Ensured compliance with institutional and regulatory policies
- Coordinated with faculty and administrative departments

Admin Superintendent & Instructor

CBT College

- Supervised administrative functions and academic delivery
- Supported faculty management and student engagement

Manager Admin & Student Affairs

The Leads College

- Managed student services, discipline, and welfare
- Implemented student-centered administrative policies

Administrator cum Principal

Paradise Public School

- Headed academic, administrative, and HR operations
- Led faculty supervision, curriculum implementation, and school development

Manager (HR & Operations)

MedPoint Pharma

- Managed HR operations, recruitment, and staff development
- Oversaw administrative and operational workflows

Psychologist & Head of Rehabilitation Services

Global Management Team

- Provided psychological assessment and counseling services

- Led Comprehensive Rehabilitation programs and mental health interventions

Education Consultant & Counselor

Self-Employed

- Delivered career counseling and academic planning services
- Guided students in local and international education pathways

Head of Admissions & Counseling

Mahad Associates

- Led admissions advisory services, student career interest assessment and counseling
- Developed career guidance strategies for diverse learners

ACADEMIC QUALIFICATIONS

- Master of Science (MSc) Psychology, ADCP
- Post Graduate Diploma in Healthcare Management (PGD-HCM)
- Professional Diploma in Human Resource Management (PDHRM)

PROFESSIONAL CERTIFICATIONS

- Certified in Child & Adolescent Mental Health – Aga Khan University Hospital
- HR Associate – HRCI, Certified Talent Acquisition Professional (CTAP)
- Leadership Excellence & Advancement for Principals (LEAP) – AMEL Pakistan
- Project Management Essentials– Disaster-Ready / Cornerstone On Demand Foundation
- Monitoring, Evaluation, Learning & Accountability (MEAL) – Disaster-Ready / Cornerstone On Demand Foundation
- Security Risk Management Professional (SRMP) – Disaster-Ready
- John Hopkins Medical Office Manager Professional Certificate
- Rutgers University Healthcare Organization Operations Specialization

PROFESSIONAL ATTRIBUTES

- Strategic and ethical leadership
 - Strong interpersonal and counseling skills
 - Systems-oriented and detail-focused
 - Commitment to continuous professional development
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