

HAFIZ ZEESHAN HUSSAIN

SHAHEEN SCHOOL KOT
SULTAN DISTRICT
LAYYAH, 36350, Punjab,
PAKISTAN

+923036482583

shaheengroup711@gmail.
com

SUMMARY

Experienced in office, teaching, and research skills, proven successful in overseeing teams. Excels at motivating others to produce quality work on time. Understands operational requirements and related office, teaching, and laboratory best practices.

EXPERIENCE

(ACADEMIC,
ADMINISTRATIVE,
RESEARCH)

1: Assistant Manager/ Programme Coordinator 09/2024 to date National University of Medical Sciences Rawalpindi (NUMS)

- Administrative Tasks
- Monitoring and Manage Inventory of office supplies
- Exam Conduct
- Sorting files, drafting, and Updating record
- Assist HOD in drafting and on technical matters
- Help faculty to assist in research and Student data acquisition
- Maintain student's records and evaluation reports
- Invigilation during exams and entry tests
- Schedules appointments, conferences, meetings, Workshops
- Coordinate with the exam and registrar's office
- Course allocations, TOS, Student reports, and results preparations

2: Administrator/Vice Principal

07/2014 to 09/2024

SHAHEEN IDEAL PUBLIC H/S (Eng Medium) KOT SULTAN DISTT LAYYAH, (10 Years' Experience)

Core Responsibilities:

- Documentation (**Administration**)
- Exam In charge
- Data Entry
- Online Sessions Handling
- Campus Management
- Stock In charge
- Meeting Arrangements (**Personal Assistant to Principal**)
- Science Labs and library record management (In-Charge)
- Trainings of Teaching staff
- Student Affairs Incharge
- Secondary Class Coordinator
- **O/A LEVEL IN CHARGE**

3: Administrator

04/2019 - 08/2024 (Evening Classes)

**BEST SCIENCE ACADEMY (MDCAT Academy) LAYYAH, LAYYAH, PAKISTAN
(05 Years' Experience)**

- Documentation (**Administration**)
- Online Data Entry and sessions handling
- Admission Incharge
- Campus Management

4: Administrator 01/2015 - 03/2019 (Evening)
SCHOLARS INTER-SCIENCE ACADEMY LAYYAH, LAYYAH, PAKISTAN
(04 Years' Experience)

- Documentation (Administration)
- Online Data Entry and sessions handling
- Admission Incharge
- Campus Management

5: Conferences /Seminars/Training Workshops Participations/Research Work: (National and International Levels)

6: Research Work: 2 Research Papers Published in International/National Journals.

EDUCATION

1: AIOU ISLAMABAD, ISLAMABAD (2025-2027)

Ph.D. SCHOLAR (ENVIRONMENTAL SCIENCES)

2: THE PROFESSIONAL INSTITUTE LAYYAH, LAYYAH (2022)

COMPUTER APPLICATION DIPLOMA (6 MONTHS)

3: AIOU ISLAMABAD, ISLAMABAD (2017- 2018)

M.Ed.: EDUCATION

4: Bahauddin Zakariya University, Multan (Pakistan), Multan (2014-16)

M.Sc. (Hons.): SOIL&ENVIRONMENTAL SCIENCES

5: AIOU ISLAMABAD, ISLAMABAD, 2016

B.Ed.: EDUCATION

6: ISLAMIA UNIVERSITY OF BAHAWALPUR, BAHAWALPUR (2010-14)

B.Sc. (Hons): SOIL&ENVIRONMENTAL SCIENCES

7: GOVT BOYS COLLEGE KOT SULTAN, LAYYAH (2008-2010)

F.Sc: PRE MEDICAL

8: GOVT BOYS H/S KOT SULTAN LAYYAH, LAYYAH (2006-2008)

MATRIC: SCIENCE SUBJECTS (Physics, Chemistry, Biology)