

Farooq Sheikh

MS Project Management

SZABIST University, Islamabad, Pakistan

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Career Objective

Dedicated to utilizing my expertise in education and project management to enhance academic operations and drive organizational success. Seeking to contribute my strong background in academic administration and strategic management within a university setting that values innovation and operational excellence.

Academic Record

MS Project Management

SZABIST University, Sector H-8/4, Islamabad

Expected Completion: July 2025

Major Subjects:

- Research Methodology
- Leadership and Work Ethics
- Organizational Project Management
- Cost and Financial Management for Project Management
- Theory of Computing
- Fundamental of Project Management
- Strategic Management & Leadership
- Project Scheduling, Planning & Time Management

Bachelor of Science in Computer Science

COMSATS University, Islamabad, Wah Campus

Completion: January 2019

Major Subjects:

- Object-Oriented Programming
- Data Structures
- Database Systems
- Computer Organization and Assembly Language
- Computer Communication and Networks
- Web Engineering
- Compiler Construction

F.Sc. Pre-Engineering

Federal Board of Intermediate and Secondary Education (FBISE), Islamabad

Completion: 2014

Major Subjects: Mathematics, Physics and Chemistry

SSC Science

FBISE, Islamabad

Completion: 2012

Major Subjects: Mathematics, Physics, Chemistry and Computer

Work Experience**Asst. Officer Academics**

SZABIST University Islamabad

April 2022 – Present

- Supported the implementation of academic policies and procedures in alignment with university standards.
- Assisted in organizing and coordinating academic meetings, including preparing agendas, recording minutes, and following up on action items.
- Maintained and archived important records, including meeting minutes, policies, and curricula.
- Addressed student queries through facilitation portals and ensured accurate and confidential record-keeping.
- Drafted notifications, reports, and correspondence for internal and external stakeholders, including HEC and other regulatory bodies.
- Collaborated with IT teams to optimize academic management systems and ensure efficient operations.
- Contributed to developing academic calendars and aligning them with university schedules.
- Organized major academic events such as convocations, orientations, and seminars.
- Prepared statistical reports, presentations, and proposals for university authorities and external regulators.
- Collaborated with faculty, staff, and academic departments to streamline daily operations.
- Prepared notifications related to university decisions and policies.
- Safeguarded the integrity and confidentiality of student records.
- Assisted in planning and executing academic events, such as orientations, seminars, and graduations.
- Maintained copies of minutes from all types of meetings (Academic Council, BOS, BOF, BASR, DC, AC Heads, etc.).
- Provided overall administrative support to the Controller of Academics.

Administrator

Dar-e-Arqam, School Islamabad

March 2020 – March 2022

- Managed inventory, tracked income and expenses, and ensured smooth staff operations.
- Maintained accurate records and updated organizational documentation regularly.

- Coordinated meetings to improve communication and decision-making within the organization.
- Assisted in ensuring the implementation of academic policies, rules, and regulations within the organization.
- Supported the preparation of reports and proposals, and assisted in the smooth execution of key projects.
- Coordinated with various departments to ensure the smooth running of operations and maintained strong communication between staff and administration.

Assistant

HAQ Public School, Taxila Cantt

February 2019 – March 2020

- Supervised daily administrative operations to ensure smooth functioning of the institution.
- Managed staff schedules and responsibilities to boost productivity and efficiency.
- Maintained and updated records related to students, staff, and finances.
- Coordinated school events and meetings to improve communication and engagement.

Technical Courses

- **Cisco Networking (CCNA)** - ICND1 & ICND2
- **WordPress Development** - Erozgar Branch UET Taxila
- **Graphic Design** - DigiSkills, Pakistan
- **MS Office & Network Server** - Govt College of Technology (TEVTA)

Projects

- **Ecommerce Store**
- **School Management System**
- **Hospital Management System**
- **Real Estate Websites**
- **Business Websites**
- **Data Entry Projects:** Form filling, product uploads, lead generation.

Extracurricular Activities

- Cricket & Snooker
- Internet Surfing
- Learning New Technologies

References

Available upon request.

