



Sohail Mehmood

Date of birth: 02/02/1984 | **Place of birth:** Islamabad, Pakistan | **Nationality:** Pakistani |

Gender: Male | **Phone number:** (+92) 3105577449 (Mobile) | **Email address:**

sohailmehmood610516@gmail.com |

Address: Johad P.O Golra Near Tarnol, 46000, Islamabad, Pakistan (Home) |

Address: Wisdom Model school and college Fath e jang Road Tarnol, 44100, Islamabad, Pakistan (Mailing Address)

ABOUT ME

Result-driven administrative and student affairs professional with over 17 years of experience in higher education institute. Skilled in project management, strategic decision-making, and operational efficiency. Proven ability to streamline administrative processes, manage student affairs, and facilitate university events. Adept at liaising with regulatory bodies, coordinating academic activities, and ensuring smooth institutional operations.

WORK EXPERIENCE

 **SMART INSTITUTE OF REHABILITATION MEDICINE, CAPITAL SMART CITY – RAWALPINDI, PAKISTAN**

MANAGER ACADEMICS – 01/07/2025 – CURRENT

• Academic Management:

- Assist the HoD in curriculum planning, scheduling, and implementation of academic programs.
- Coordinate with faculty to ensure timely delivery of lectures, tutorials, and practical sessions.
- Facilitate accreditation, regulatory, and quality assurance processes (e.g., AHC, HEC, UHS, PHF).
- Monitor academic calendar adherence and academic performance of departments.
- Ensure timely dissemination of academic information to staff and students.

• Team Supervision and Coordination:

- Supervise and coordinate the tasks of subordinate officers (admission, HR, examination, admin, and student affairs).
- Conduct regular team meetings for planning and review.
- Develop KPIs and performance appraisal criteria for subordinate staff.
- Act as a liaison between academic and administrative departments.

• Admissions & Student Affairs:

- Oversee student admission processes, ensuring transparency and compliance with regulations.
- Coordinate orientation, student counseling, and welfare activities.
- Ensure timely resolution of student complaints and academic issues.

• Human Resource Coordination:

- Collaborate with HR Officer for recruitment, training, and performance management of academic staff.
- Maintain records of faculty workload.

• Examinations:

- Ensure smooth conduct of internal and external examinations in coordination with the Examination Officer.
- Monitor result compilation, grade submission, and communication of academic performance to students.

• Administrative Oversight:

- Work with admin staff to maintain infrastructure, logistics, and academic support facilities.
- Ensure classroom and laboratory preparedness in coordination with admin and technical teams.

 **SHIFA TAMEER-E-MILLAT UNIVERSITY – ISLAMABAD**

INCHARGE STUDENT AFFAIRS – 04/2022 – 03/2025

To assist in process of election, appointment or nomination of members to the various authorities and etc.

- To manage the data records and files of the office.
- To assist in publication of prospectus, syllabuses and annual reports.
- To manage the registration of students with the University.
- To assist in correspondence with external agencies/regulatory bodies.
- To assist in issuance of certificates and letters to the students.
- To assist in the conduct of convocations, seminars, conferences,

inspections etc.

- To liaise with constituent Departments/ Units of the university for the smooth functions of the registrar office.
- To assist sports events /activities.
- To manage alumni data records.
- To assist in the conduct meetings of statutory bodies of the universities.

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Preparation of campus wise scheduling.

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To assist in admission.

 **RIPHAH INTERNATIONAL UNIVERSITY – ISLAMABAD, PAKISTAN**

DEPUTY MANAGER ACADEMICS – 10/2020 – 03/2022

Provide consistent, accurate, and timely communication to the Dean through verbal and written correspondence

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Sourcing and screening candidates through different avenues including university fairs and hiring webinars
• Maintaining and scheduling meetings, interviews through Google Calendar d. Collaborate with different departments to ensure smooth operations

- Assist employees with their daily inquiries
- Managing visits for Dean to other cities and for Affiliated Institutes. Support the Dean in preparing working papers and minutes of the university Authority meetings.
- Support the Dean in correspondence with academic departments of the University and other regulatory and accrediting authorities.

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Conduct of University Authority meetings and preparation of their agenda items.

- Coordinate arrangements for Academic Convocation and other academic events of the University.

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Develop and recommend appropriate methods for the implementation of rules and regulations, curriculum through campus management system and other related applications and technology.

- Prepare academic calendar and ensure its implementation.
- Collaborate with administration to facilitate and improve services to students, teachers and researchers. Ensure maintenance of office records and quality management of the office.
- Prepare standard operating procedures to run the office functions smoothly.

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Initiation and administration of the office budget.

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Undertake any work assigned by the Dean/ competent authorities as per prescribed manners.

- Coordinate and handle sensitive matters on behalf of Dean/Principal with administrative offices, departmental HODs, faculty and staff, with discretion and independent judgment.

 **RIPHAH INTERNATIONAL UNIVERSITY – ISLAMABAD, PAKISTAN**

ASSISTANT MANAGER ACADEMICS – 04/2016 – 09/2020

Assist the Dean/Associate Deans in day-to-day office work.

- Coordinate and handle sensitive matters on behalf of Dean/Principal with administrative offices, departmental HODs, faculty and staff, with discretion and independent judgment.
- Manage all assigned academic activities in RCRAHS.
- Act in an advisory capacity on matters involving the Dean/Principal' office.
- Assist in the coordination for academic year planning as assigned
- Oversee assigned facilities matters, such as technology and space needs.

- Assist with budget development and revision as required. (e.g., preparation of PDD)
- To coordinate and conduct the Board of Studies and Board of faculty.
- Ability to deal well to the public, in person and on the telephone.
- Serve as an information source on, and assist with, special projects; initiate and implement special projects as assigned.
- Represent Dean/Principal and/or moderate at special meetings and/or chair committees related to assignments.

 **RIPHAH INTERNATIONAL UNIVERSITY – ISLAMABAD, PAKISTAN**

ADMIN EXECUTIVE – 09/2015 – 03/2016

To manage all wood works in campus.

- To solve problem on priority basis when required.
- Maintain doors, windows, furniture and other items
- Maintain building interiors and exteriors
- Build required items including specialty furniture
- Operate and maintain carpentry tools and equipment
- Assist with the delivery of other related municipal services
- Perform other duties as assigned by the authority.

 **RIPHAH INTERNATIONAL UNIVERSITY – ISLAMABAD, PAKISTAN**

ADMIN OFFICER – 09/2014 – 08/2015

Ensures validity of authority of PR's

- Ensures correctness of documentation meant for PR (routine / project) as per Empowerment of SU's SOPs.
- To Ensure proper project in corporation and attachment with full supporting documents.
- To process projects duly approved by authorities and relevant purchase committees.
- Must have all the SOPs for proper SHF Operation.
- Ensure competitive & lowest possible rates of stores purchased without compromising on quality
- Explore new markets / vendors / manufacturers / Stuckists so as to broad base network of supply chain both economically and qualitatively and recommend to Central Procurement for inclusion in the list
- Create & develop environments of good working relationship with suppliers Prepares comprehensive and error free with definite time lines Purchase Orders fulfilling requirements of SHF.
- Ensures timely delivery of stores as prescribed in the PO.
- To monitor the budget consumption of all budget heads twice a month and inform about any variances in budget.

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 **RIPHAH INTERNATIONAL UNIVERSITY – ISLAMABAD, PAKISTAN**

PROGRAM COORDINATOR – 09/2011 – 08/2014

Assist Dean of RCRS and look after the Program Coordinator Office.

- Responsible to prepare fee challan forms, coordinate finance related matters.
- Responsible to coordination of time tables for BS and MS.
- To prepare the student admit cards for examinations.
- To prepare and dispatch the exam results of the students.
- Making the record of semester result subject wise.
- Handling the all-related matters of those students
- Taking participation in admission campaign.
- To manage/ coordinate in workshop and conferences of the faculty.
- To manage and arrange students' personal records.
- Dealing with the students related queries and questions raised by the students.
- Collect the library membership forms from the students for issuance of library card.
- Collect the forms of University ID cards from students and submitted these forms in Students Services Department. Collect the student

registration.
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 **RIPHAH INTERNATIONAL UNIVERSITY – ISLAMABAD, PAKISTAN**

OFFICE ASSISTANT – 01/2008 – 08/2011

Responsible to manage HOD office operations.

- To keep/ manage office correspondence.
- To keep and manage all file record related to Admin, Petty Account and visiting faculty bills.
- Responsible to manage Attendance Register.
- Responsible to manage & organize office meetings.
- To prepare the minutes of meetings.
- To process inductions, discontinuations, leave without pay and other activities of HR in specific time.

● LANGUAGE SKILLS

Mother tongue(s): **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	B1	C1	C1
PANJABI; PUNJABI	C2	C2	C2	C2	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● EDUCATION AND TRAINING

2012 – 2013 Islamabad, Pakistan

MASTER IN BUSINESS ADMINISTRATION (MBA) Riphah International University

Website www.riphah.edu.pk

2009 – 2011 Islamabad, Pakistan

BACHELOR OF COMMERCE (B.COM) Allama Iqbal Open University

Website www.aiou.edu.pk

2003 – 2005 Islamabad, Pakistan

HSSC Federal Board of Intermediate and Secondary Education Islamabad

Website <https://www.fbise.edu.pk/>

2001 – 2002 Rawalpindi, Pakistan

SSC Board of Intermediate & Secondary Education Rawalpindi

Website <https://biserawalpindi.edu.pk/>

● CONFERENCES AND SEMINARS

08/04/2014 – 08/04/2014 Riphah International University

Communication Skills

10/12/2014 – 10/12/2014

Riphah Project Policy along with PM Tools & Techniques

Write here the description...

25/06/2012 – 27/06/2012

Strategic Visions Workshop

19/05/2017 – 21/05/2017 Jacaranda Family Club DHA Phase-II, Islamabad

Certificate of Organizers

Certificate of organize the 2nd International Conference on Rehabilitation Sciences.

22/01/2015 – 22/01/2015 Riphah International University

Stress Management Workshop

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22/01/2018 – 24/01/2018 Timelenders at Riphah International University

Strategic Visions Workshop

06/11/2017 – 08/11/2017 Timelenders at Riphah International Univeristy

Strategic Time Management Workshop

16/04/2018 – 17/04/2018

Strategic Business Negotiations Workshop

26/04/2016 – 26/04/2016 Oaj e Kamal in Islamabad

Leadership: Leading Groups and Teams

● **HONOURS AND AWARDS**

02/12/2009

Annual Cash Award on Excellent Performance – Riphah International University

08/11/2010

Lecture of appreciation for high Performance – Riphah International University

12/09/2013

Certificate of Appreciation – Riphah International University

Certificate of appreciation during the ISO 9001-:2008 by M/S Lloyed's Registrar UK.

30/04/2019

Certificate of Participation – Riphah International University

Certificate of participation during the review of MS/Mphil/PhD programs.

08/01/2017

Letter of appreciation for organizer – Islamic International Medical College Trust

2015

Certificate of Appreciation – Project Management Unit , Riphah International University

● **SKILLS**

Proficiency of using computer and internet | Microsoft Office | Microsoft Excel | Microsoft Word | Zoom | Microsoft Powerpoint | Social Media | Skype | Facebook

● **HOBBIES AND INTERESTS**

Book Reading

I *read* whenever I have free time. I *read* many kinds of *book* such as history *books and Islamic books*.

● **RECOMMENDATIONS**

Prof.Dr.Aghar Khan Professor

Email asghar.khan@riphah.edu.pk | **Phone** (+92) 3235003230

Prof. Dr. Brig(R) Khalil Ahmad CEO

He served his life for the Nation as Rehab professional in the Pak Army.

Phone (+92) 3006158892