

BAREERA RIAZ

Rawalpindi, Pakistan 📞 0335-9498049 | ✉ bareerariaz82@gmail.com

Applied for: Assistant Manager/Manager – Higher National Diploma (HND) Program

PROFESSIONAL SUMMARY

Administrative and coordination professional with 16+ years of progressive experience in higher education, university governance, and organizational operations. Proven expertise in ICT Directorate support, inter-departmental coordination, HR and establishment management, and compliance with institutional and HEC policies.

Skilled in managing end-to-end administrative workflows, official correspondence, audit-ready documentation systems, and execution of academic and national-level student programs. Experienced in supervising administrative teams and ensuring efficient operations using Office Automation Systems (OAS), Learning Management Systems (LMS), and digital governance tools.

CORE COMPETENCIES

- Administrative Operations and workflow management
 - University Governance & HEC Policy Compliance
 - Inter-Directorate Coordination & Secretariat Liaison
 - HR & Establishment Management
 - Office Automation Systems (OAS), Learning Management Systems (LMS) and Self-Assessment Response (SAR)
 - SOP Development & Implementation
 - Record & Document Management (Audit Compliance)
 - Event, Examination & Academic Coordination
 - Staff Supervision & Performance Management
 - Training & Capacity Building
 - Financial Coordination & Administrative Support
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PROFESSIONAL EXPERIENCE

Manager Administration / Student Affairs

National University of Medical Sciences (NUMS), Rawalpindi June 2021 – January 2024

Administrative & Operational Management

- Managed end-to-end day-to-day administrative operations ensuring smooth academic and institutional workflows.
- Supervised administrative and clerical staff including task allocation, monitoring, and performance evaluation.
- Ensured compliance with institutional policies, HEC regulations, and internal SOPs.
- Developed official correspondence, reports, meeting minutes, and SOPs for senior management.

- Maintained structured record-keeping systems ensuring accuracy, confidentiality, and audit readiness.

Coordination & Liaison

- Acted as focal person for student affairs and inter-departmental coordination.
- Liaised between internal departments and external stakeholders for operational matters.
- Coordinated institutional academic events, examinations, and administrative activities.

Government & National Programs

- Served as focal person for PM Laptop Scheme, BISP Scholarship Program, and Ba-Ikhtiyar Naujawan Internship Program.
- Managed student verification, documentation, and inter-agency coordination.

Training & Institutional Development

- Coordinated workshops, trainings, and student development initiatives.
- Supported student societies, counseling sessions, and engagement programs.

Committee Responsibilities

- Member: Grievance Committee, Anti-Harassment Committee, Anti-Drug & Tobacco Committee.
 - Performed protocol duties for senior management and visiting dignitaries.
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Area Coordinator

SLS Montessori School & College, Rawalpindi February 2013 – June 2021

- Progressively promoted from Montessori Directress to Branch Coordinator, Section Head, and Area Coordinator due to consistent performance.
- Managed academic and administrative operations across multiple branches.
- Coordinated between management, faculty, and parents for operational effectiveness.
- Ensured compliance with institutional policies, reporting systems, and discipline frameworks.

Key Achievements

- Successfully led multi-level academic coordination across branches.
 - Recognized for leadership excellence resulting in multiple promotions.
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Regulatory Analyst

Great Bear International Services (Pvt) Ltd. (Dialog) January 2007 – December 2009

- Liaised with regulatory authorities including Pakistan Telecommunication Authority (PTA), National Telecommunication Corporation (NTC), and Pakistan Telecommunication Limited (PTCL) for licensing and compliance matters.
 - Managed documentation and administrative processes for telecom operations.
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EDUCATION

- MBA (Information Technology Management) International Islamic University, Islamabad
 - Bachelor of Science (Home Economics) University of the Punjab, Lahore
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ACHIEVEMENTS

- Gold Medalist (MBA – ITM)
 - Merit Scholarship Recipient
 - Focal Person for multiple national-level government programs (PM Laptop Scheme, BISP, Internship Programs)
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TRAININGS & CERTIFICATIONS

- Project Management Office (PMO) Workshop
 - Mobile Number Portability Workshop
 - Diploma in Montessori Teacher Training
 - Diploma in Healthcare & Hospital Management
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TECHNICAL SKILLS

- MS Office (Word, Excel, PowerPoint)
 - Office Automation Systems (OAS)
 - Learning Management System (LMS)
 - Self-Assessment Response (SAR) Portal
 - Email & Documentation Systems
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LANGUAGES

- Urdu: Fluent
 - English: Proficient
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