



# ATIF RAHEEM

## EDUCATION

|                                                                          |  |                          |
|--------------------------------------------------------------------------|--|--------------------------|
| <b>MASTERS OF BUSINESS ADMINISTRATION (MBA) / MS (IN HRM)</b>            |  | (2016)                   |
| Federal Urdu University of Arts Science & Technology Islamabad, Pakistan |  | 3.02/4                   |
|                                                                          |  | 1 <sup>st</sup> Division |
| <b>BACHELOR OF ARTS (B.A) (GENERAL GROUP)</b>                            |  | (2011)                   |
| Allama Iqbal Open University, Islamabad-Pakistan                         |  | 1 <sup>st</sup> Division |
| <b>INTERMEDIATE – F.A (GENERAL GROUP)</b>                                |  | (2008)                   |
| Allama Iqbal Open University, Islamabad-Pakistan                         |  | 1 <sup>st</sup> Division |
| <b>MATRICULATION – SCIENCE</b>                                           |  | (2005)                   |
| BISE, Rawalpindi-Pakistan                                                |  |                          |

## COMPUTER COURSES

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|--------------------------------------------------|--|--------------------------|
| <b>ADVANCE COMPUTER COURSE</b>                   |  | (2008)                   |
| The Jinnah Academy Rawalpindi-Pakistan           |  | 1 <sup>st</sup> Division |
| <b>BASIC COMPUTER COURSE</b>                     |  | (2006)                   |
| The Classic Computer College Rawalpindi-Pakistan |  | 1 <sup>st</sup> Division |

## PERSONAL COMPETENCIES

- Quick Learning Skills.
- Hard Worker, Decision Making/Problem Solving.
- Excellent interpersonal communication skills and ability to operate as part of a team as well as working independently.
- Strong Coordination and Networking skills.
- Team Management Skills.
- Analytical, Multitasking and Human Skill.
- Flexibility and high level of Motivation.

## EXPERIENCE

**JR. LAB. ASSISTANT/LDC/ASSISTANT COORDINATOR** | **DECEMBER 2023 TO TILL DATE**  
**DEPARTMENT OF PHYSICS, COMSATS UNIVERSITY ISLAMABAD**

**Overall coordination of Graduate Office which includes:**

- Maintained all files and correspondence records and data entry of DARC Office.
- Assisting in Orientation of new students.
- Student's course/thesis registration.
- Experience with data management systems, online forms, and cloud-based platforms.
- Proficient in MS Excel, MS Word, Google Sheets.
- All matters relating to portal including drop/ withdraw of courses etc.
- All correspondence with other department e.g. Academics, Examination, Student Affairs, Controller Examinations etc. regarding Graduate Program.
- Counsel students who encounter problems or difficulties on campus such as academic, fee, etc.
- High-speed and accurate data entry for Departmental records, student's information, and databases.
- Performed data verification and validation to ensure accuracy.
- Synopsis (Including collection, review within the department, submission to Dean Office).
- Thesis (Including collection, submission to examination department and conducting defense).
- Day to day administration of graduate program.
- Assisting HoD/ Incharge Graduate Program in any other matter as required.

+92 311 5033888

atifraheem\_comsats@yahoo.com

House # AD / 02, Street No 15,  
Mohallah Aliabad Service Road,  
Rawalpindi-Pakistan

## PROFILE

An adaptable and responsible graduate of Management Sciences with a dynamic mix of empirical and professional knowledge in diversified organizations. I have strong communication skills developed throughout my educational and professional career. My working experience of both public and private sector enabled me to acquire distinct knowledge, skills and abilities to deal with contingencies. I am seeking a position that will take full advantage of my personal skills and capabilities along with providing opportunities to increase the level of responsibility and professionalism.

## RESEARCH INTERESTS

- Human Resource Management (HRM)
- Organization Behavior (OB)
- Management.

## SKILLS

- Presentation
- Microsoft Office
- In-Page (URDU)

## PERSONAL INFORMATION

**Father's Name :** Raheem Dad  
**CNIC # :** 37405-9767926-3  
**Domicile :** Punjab  
**Cel # :** +92 311 5033888

## LANGUAGES

- English
- Urdu
- Punjabi

**ASSISTANT (BPS-16)****| MAY 2022 To DECEMBER 2023****KOHSAR UNIVERSITY MURREE**

- Performed basic office tasks, such as sorting mail, maintaining and updating filing data entry, answering phones, taking messages.
- Made arrangements for meetings.

**TRANSPORT OFFICER (ADDITIONAL CHARGE BPS - 17)****KOHSAR UNIVERSITY MURREE****| AUGUST 2022 To NOVEMBER 2023**

- Planned and managed all vehicle routes.
- Performed tracking, and routing activities.
- Overseen vehicle maintenance and fitness.
- Implemented rule and policy changes for transportation services
- Prepared management recommendations, including proposing fee changes for routes
- Collaborated with the treasury office to analyze expenditures and monitor spending, ensuring alignment with the approved budget and financial guidelines.
- Collaborated with the treasury office to manage filling station bills, maintenance and drivers' TADA.

**PS TO VICE CHANCELLOR (ADDITIONAL CHARGE BPS - 17)****KOHSAR UNIVERSITY MURREE****| MAY 2023 To AUGUST 2023**

- Maintained daily schedules and co-ordination of the Vice-Chancellor's commitments
- Arranged and coordinated appointments and meetings for the Vice-Chancellor.
- Prepared of all correspondence and other documentation as may be requested by the Vice-Chancellor from time to time.
- Made all logistical arrangements, including travel, for the Vice-Chancellor his/her deputies.
- Performed any other duties as directed by the Vice-Chancellor or other senior university officers.

**JR. LAB. ASSISTANT/LDC/ASSISTANT COORDINATOR****| FEBRUARY 2010 To MAY 2022****DEPARTMENT OF PHYSICS, COMSATS UNIVERSITY ISLAMABAD**

- Maintained all files and correspondence records and data entry of office.
- High-speed and accurate data entry for Departmental records, student's information, and databases.
- Performed data verification and validation to ensure accuracy.
- Maintained confidentiality of student's sensitive information.
- Prepared award list of Final year projects.
- Ensured that all projects are delivered in-time.
- Proficient in using Microsoft Excel, Google Sheets, and online data entry platforms.
- Coordinated with IT department to display information maintain of student's, Faculty's CU ONLINE console.
- Responsible for generation of reports of each faculty member w.r.t. his/her assigned course on a weekly basis.
- Carried out the tasks assigned by the Head of Department / FYP Incharge / Convener.

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**EXTRA ACTIVITIES**

- Exploring Natural & Beautiful Place.
- Travelling, Hiking & Adventure.
- Participating in Sports.
- Reading Newspaper & Books.

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**REFERENCES**

- Will Furnished if required.