

IRAM SHOUKAT

Academic Administrative Professional

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Profile

Education professional with multidisciplinary experience in university administration, human resources, and classroom teaching. Proven expertise in academic operations, faculty coordination, student support services, recruitment logistics, and documentation management. Gold Medalist in M.Ed. and current M.Phil. (Education) researcher with conference presentations and ongoing publications. Recognized for strong organizational skills, data accuracy, stakeholder communication, and commitment to improving institutional effectiveness and student success.

Education

M.Phil. in Education (In Progress)

Allama Iqbal Open University, Islamabad

2024 – Present

Master of Education (Gold Medalist)

National University of Modern Languages, Islamabad

2020

Bachelor of Arts (Distinction)

University of the Punjab, Lahore

2016

HSSC (Distinction)

FBISE, Islamabad

2014

SSC

BISE Rawalpindi

2012

Certifications

- IT Advanced Diploma – SWS Academy (2022)
- Typing Course – SWS Academy (2022)
- Anger Management – Beaconhouse School System (2022)
- School Evaluation Explained – Beaconhouse School System (2022)
- Microsoft Excel: Beginner to Expert (2022)

Work Experience

Lower Division Clerk – Academic Branch

National University of Modern Languages, Rawalpindi

2026 – Present

- Administer faculty salary processing and disbursement coordination.
- Handle student inquiries and program eligibility assessments.
- Process academic cases including semester freezes, credit transfers, and migrations.
- Provide high-quality student support and academic advisory services.

Lower Division Clerk – Human Resource

National University of Modern Languages, Islamabad

2022 – 2026

- Managed official correspondence and HR documentation.
- Coordinated recruitment interviews and candidate logistics.
- Maintained employee records and ensured data privacy compliance.
- Conducted audits to ensure HR database accuracy.

Assistant Librarian / Administration

Beaconhouse School System, Rawalpindi

2017 – 2022

- Digitized and managed library records and inventory.
- Conducted literacy and research skill sessions (Grades 1–8).
- Organized teacher workshops on academic resource integration.

Teacher – Montessori Wing

Silver Oaks School System

2016 – 2017

- Delivered hands-on learning and developmental assessments.

Teacher (Excellence Award)

Junior Cambridge School, Rawalpindi

- Delivered structured lesson plans and coordinated annual events.

Administrative Intern

SWS Academy

2016

- Supported administration, documentation, and certificate issuance.

Conferences

- 14th CESA Biennial Conference – Paper Presenter (Nov 2025)
- International Conference on Research & Practices in Education – Participant (Apr 2025)

Publications

Two research articles submitted for publication.

Skills

- Academic Administration
- Human Resource Management
- Student Support Services
- Documentation & Record Management
- Microsoft Office & Excel

Languages

English, Urdu

References

Available upon request.