



Abdul Majid
Asst. Deputy Registrar

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00923146615366
Address:
Lahore, Pakistan

+ Skills

Record Keeping



Administration



ERP/MIS



Communication



MS Office, ERP, SPSS.



Graphic Designing

+ Interest

- Reading
- Badminton
- Calligraphy



Summary

Academics, Governance, Administration as well as Human Resource Management post graduate professional with more than 8 years of skilled experience focusing on executive opportunity to learn new techniques in the competitive environment in your esteemed organization. Additionally, advance practical knowledge has been gained in the MS Office, ERP, Graphic Designing, SMART PLS and SPSS. Adding value to the institute is the ultimate purpose.



Experiences

Total years of Experience **8+**

Superior University, Lahore (Exp. 2 year)

2022-On Job

Assistant Deputy Registrar (Academics, Students Wing)

Responsibilities:

Prepare MBR (Monthly Business Review) reports like attendance monthly reports,. Leading Financial Assistance and Hardship Committee Cases. Solve all ERP students related issues. Prepare and issue all official certificates. Deal all types of student's issues such as; Programs/campus change, enrollments, subjects add or drop, fee, attendance, counselling of the students. Discipline cases, fee refund cases. Admission Transfer, Migrations issues and supervise the department in the absence of the authority.

Superior University, Lahore (Exp. 01 year)

2021-2022

Assistant Deputy Registrar (Academics)

Responsibilities:

Made annual schedules of all meetings. Provide and make sure the all material and logistics available in the sessions. Make sure all the academics meetings held on time. Inform the participants of the meeting through emails and phone calls. Welcome all the guests of the meeting. Arrange locations and menus for the meetings. Make and compile meeting working papers such as; MoUs and curriculums etc. Drafting and making minutes of the important meetings. Issue all notifications as well circulars regarding decisions made in the meetings. Record & maintain meeting data according to the requirements of HEC. Prepare and produce documents for official visits. Make Monthly Business Review reports and presentations. Maintain and Update Governance Portal. Audit the faculties and Departments regarding meetings and committees.

Superior University, Lahore (Exp. 4 year)

2017-2021

Coordinator (Administration)

Responsibilities:

Manage daily operations and make ensure professional environment in the institute. Maintain and update daily error free data in the Software as well as organize the same data in hard form. Management and maintain good relationship with stakeholders. Check the administrative tasks and assign to the relevant resource, also make sure the task have been completed. Serve as a frontline point of contact stakeholders, Petty cash management and payment reimbursements. Prepare the record for making weekly progress reports. Hire and allocate the supporting staff. Handle all discipline issues in the campus.



Education

Total years of Education 18

Degree	Board/Institute	Marks/CGPA	Year
MS/MPhil	National College of Business Administration & Economics, Lahore	3.42/4	2020
BBA(Hons)	International Islamic University, Islamabad	3.03/4	2014
Intermediate	B.I.S.E Education Dera Ghazi Khan	59%	2010
Matriculation	B.I.S.E Education Dera Ghazi Khan	74%	2007



Awards

Total No. Awards 08

1. Online VS Non- Online Teaching, Which Satisfies More? (Research Certificate).
2. Employees Motivation effects on Security Staff (Research Certificate).
3. Advance Computer Diploma (Certificate)
4. Be a Super Office Boy (Training Certificate).
5. English Proficiency (Certificate).
6. Career Counseling (Certificate).
7. Creative Designing Course (Certificate)
8. Entrepreneurship VS Emplacement (Certificate).
9. Character Mastery (Certificate)



References

Total No. of References 02

- Superior.edu.pk (Mr. Ahmad Hassan (Ahmad.hassan@superior.edu.pk, or Ph: 00923444256299)
- Superior.edu.pk (Mr. M Amil Anjam (muhammad.amil@superior.edu.pk, or Ph: 009233224204782)

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