

Muhammad Rizwan

Contact

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Objective

To leverage my proven administrative and organizational skills to contribute effectively to a dynamic organization's success. A dedicated and results-driven administrative professional with a track record of streamlining operations and enhancing efficiency.

Education

Matric

BISE Gujranwala
1st Division (68%) (2010)

F.Sc (Engg)

BISE Sargodha
1st Division (60%) (2012)

Bachelor of Arts

Punjab University
2nd Division (49%) (2014)

M.Sc Economics

Preston University
3.6 CGPA (79%) (2017)

Experience

01 Jan 2024 to Date

Manager • Coordination • National University of Medical Sciences (NUMS)

While working in Coordination department as core team member of Vice Chancellor (VC), I have been responsible for:

- Lead administrative supervision and management of office operations and junior staff.
- Coordinate and implement Vice Chancellor's directives, preparing necessary documents and presentations.
- Serve as the University Focal Person for the Pakistan Citizen Portal and liaise with the Higher Education Commission.
- Member of the Inventory Management Committee at NUMS.
- Overall administrative Supervision/management of the office and junior staff

01 Jan 2021 to 31 Dec 2023

Asst. Manager • Coordination • National University of Medical Sciences (NUMS)

While working in Coordination department as core team member of Vice Chancellor (VC), I have been responsible for:

- To manage daily schedules and internal meetings.
- Prepared presentations, one-pagers, and documents tailored to the VC's needs.
- University Representative at various national level entrance test stations.
- University Focal Person for **Pakistan Citizen Portal** and liaising with Higher Education Commission, Pakistan.
- Member Inventory Management Committee NUMS

01 Sep 2019 to 31 Dec, 2020

Asst. Manager • Quality Assurance(QA) • National University of Medical Sciences(NUMS)

While working in NUMS QA Department, I have been responsible for:

- Developed Self-Assessment Reports for Post Graduate Programs.
- Coordinated with constituent colleges, students, and department heads for feedback.
- Prepared the University Portfolio Report and worked closely with the Higher Education Commission.

01 Sep 2018 to 31 Aug, 2019

Asst. Manager • Examination • National University of Medical Sciences (NUMS)

While working in NUMS Examination Department, I have been responsible for:

- Managed smooth conduct of examinations for Post Graduate Programs.
- Coordinated with internal and external examiners, managed examination material, and prepared related documents.
- Incharge of Examination Material Store, Disbursement of Examination Material and Record Keeping.

Additional Experience

- Key member in conducting the National Equivalence Board (NEB) Examination of Pakistan Medical and Dental Council (PM&DC) for NUMS, conducted six times during my service.
- Served as University Representative at various National Level Entrance Test stations.

Key Skills

- Proficient in MS Office and Computer Applications
 - Strong Office and Inventory Management
 - Excellent Public Dealing
- Effective Team Leader and Player
- Punctual and Reliable

Achievements

- Secured 2nd Position in English Essay Writing Competition at Tehsil Level organized by the Government of Punjab, Pakistan.

Certifications

1. 6 Month University Management Training Program in National University of Medical Sciences.
2. 3 Month Workshop Enhancement in Professional Integrated Communication (EPIC) in National University of Medical Sciences
3. Capacity Building Program for Focal Person of Higher Education Institutes by Higher Education Commission Pakistan

References

Available on Request