

Umair Naseer

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Contact no: +92 318 0840020

I am dedicated administrator with experience in handling academic administration, student coordination, and institutional documentation. Adept at ensuring smooth administrative workflows in an government institution

Education:

Degree	College/University	Subject	Years
Diploma in Information Technology (1 year)	Peshawar Board of Technical Education	IT	2017-2018
M Phil (3 years)	NUML Islamabad	Pakistan Studies	2022-2025
Bachelors (4 years)	NUML Islamabad	Pakistan Studies	2017-2021
FSC (2 Years)	BISE Abbottabad	Pre-Eng	2014-2016
Matric (2 Years)	BISE Abbottabad	Science	2012-2014

Skills

- Leadership
- Microsoft Office (Word, Excel, PowerPoint)
- Administrative Tasks & File Maintenance
- Strong Communication and Interpersonal Skills
- Multilingual: Fluent in English, Urdu, Punjabi, Hindko

PROFESSIONAL EXPERIENCE

Garden Public School Mansehra

Admin Officer (Aug 2020- Aug 2021)

- Managed overall school administrative operations, ensuring smooth daily functioning and proper record-keeping

- Coordinated and supervised sports activities, including scheduling events, maintaining equipment, and supporting sports staff.
- Oversaw student discipline matters, ensuring adherence to school policies and maintaining a positive school environment.
- Supported staff and management with administrative tasks, including documentation, reporting, and communication.

NUML Islamabad

RA Student Affairs (Nov 2021- Sep 2022)

- Managed student discipline matters in coordination with Student affairs
- Coordinated administrative support for 3 University Convocations and 4 Students Orientations

NUML Islamabad

LDC Marketing & Publications branch (Sep 2022- June 2025)

Worked as **Acting Press Manager** for 3 years

- Managed daily operations of the NUML printing press as an acting press manager
- Supervised printing schedules, staff coordination and workflow efficiency
- Ensured timely production and quality control of printed materials
- Maintained records, inventory, and coordination with university departments

LDC NIFC NUML (June 2025-Continue)

Responsibilities as Assistant Manager NIFC

- Managing Admissions, Administration & Academic related Queries

Languages

- English, Urdu, Punjabi, Hindko, Pashto

References

- Ikhtlaq Awan , Assistant Director Marketing & Publications branch NUML – Contact: 03335263672
- Sadia Tahir , Manager NIFC NUML – Contact: 03478118349
- Professor Fahad Munir , Vice Principal Garden Public School Mansehra – Contact ; 03335553926