

Aqib Nazir

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OBJECTIVE	Seeking a position in a dynamic organization that offers opportunities for career growth, where I can leverage my administrative and managerial expertise to drive organizational success and contribute to long-term advancement.
BRIEF SUMMARY	Currently serving as the Coordinator Hearts International Hospital at Islamic International Medical College, Riphah International University. Holds a B-Tech from Preston University Islamabad, with over 10 years of experience in management, academic coordination, curriculum and assessment.
EXPERIENCE	<i>Coordinator Hearts International Hospital</i> Riphah International University, Rawalpindi https://www.riphah.edu.pk Email: aqib.nazir@riphah.edu.pk <u>Currently Working - Joined on 16th February 2016</u> (10.6 Years) ROLES & RESPONSIBILITIES Curriculum Coordination Office: • Overseeing the operations of the Curriculum Coordination Office. • Liaising with medical education committees for collaborative efforts. • Managing records and overseeing document control. • Coordinating the integrated curriculum, assessment, and Aspire • Provide the technical assistant to the students and faculty, in conducting the online classes on MS teams, incase of work from home. • Monitor and maintain attendance records for 1st Year MBBS students attending online classes Curriculum Coordinator: • Managing the integrated curriculum and ensuring its effective implementation. • Overseeing the scheduling and management of integrated modules and timetables. Coordinating the allocation and management of college venues and timetables. • Organizing and overseeing students' clinical rotations at teaching hospitals. • Managing files and printing study guides for the integrated curriculum. Medical Education Committees: • Providing support to various medical education committees, including

	the Assessment Committee, Curriculum Committee, Curriculum Implementation committee. • Coordinating meeting schedules and documenting minutes. • Gathering student feedback to assess academic processes. Student Engagement Committee • Assist the Student Engagement Committee throughout the year. • Schedule / calendar the meetings recordings minutes, dissemination and take the follow up of action to be taken. • Submitted the Aspire Recognition of Excellence in Student Engagement application for a medical school/program in 2025 and won the Aspire Award • Awarded a Merit Certificate in recognition of outstanding achievement in winning the ASPIRE Award 2025 as a member of the Student Engagement Committee at Islamic International Medical College Hearts International Hospital: • Run Coordination office of IIMC in HIH • Coordinate with staff and faculty of HIH regarding academic, administration and financial matters throughout the academic year • Manage and monitor the rotations/ visits of Students • Provide weekly report to the vice principal Assessment Cell: • Managing the entire assessment system and processes. • Creating assessment blueprints (TOS – MCQs & OSPEs). • Collecting multiple-choice questions (MCQs) in alignment with the TOS. • Conducting pre-examination quality reviews of assessment materials and paper-setting. • Submitting finalized exam papers to the exam department before the examination day. • Conducting post-examination (Post Hoc) reviews of assessment materials. Documentation for PMDC: • Preparing assessment & Faculty Session documentation for PMDC inspection. • Creating evidence and hyperlinks to support responses for the PMDC inspector. • Preparing both hard and soft copies of documents for inspection purposes.
WORKSHOP & CONFERENCES	• 20th Convocation of Riphah International University, Dated 21 Nov 2025 to 23 Nov 2025. (Organizing Committee)

	• 19th Convocation of Riphah International University, Dated 24 Jan 2025 to 26 Jan 2026. (Organizing Committee) • 7th International conference of Patient Safety (ICPS) in Jinnah Convention Center Dated: 10 & 11 May 2024 (Organizing Committee) • Preworkshop of 7th International conference of Patient Safety (ICPS) in RMU, IIMC, PRH Dated: 4 to 9 May 2024 (Organizing Committee) • Pre-Workshop of 4th International conference of Patient Safety (ICPS) in Riphah International University & Maroof International Hospital Dated: 28, 29 & 30 Nov 2019 (Organizing Committee) • 4th International conference of Patient Safety (ICPS) in Rawalpindi medical University Dated: 1st Dec 2019 (Organizing Committee)
AWARD	• ASPIRE to Excellence Award in Student Engagement (2025) Riphah International University; conferred by the Chancellor. • Awarded a Merit Certificate in recognition of outstanding achievement in winning the ASPIRE Award 2025 as a member of the Student Engagement Committee at Islamic International Medical College • Received cash awards three times for outstanding performance (2022, 2023 & 2025)
ACEDMIC CREDENTIALS	B Tech (ELT) 2013-2014 CGPA: 3.01 Preston University Islamabad. BA (Mass Communication) 2014 Allama Iqbal Open University Diploma of Associate Engineering 2011 Swedish Institute of technology / Lahore Technical Board Matric (Computer Science) 2008 Green Wood High School Muzaffarabad/ BISE AJK
SKILLS	• MS-Word / Excel MS-Power Point • Moodle • Search Engine Optimization • Uni-Time • HRPMS
LOCAL CERTIFICATIONS	• Developing Assessment Items using Artificial Intelligence Riphah Institute of Assessment, Riphah International University, April 2026 • Tools and Techniques for Managing Stress Coursera, Nov 2024 • Google AI Essentials

	Coursera Nov 2024 • Introduction of Data Analysis Coursera April 2024 • IBM Excel Basics for Data Analytics Coursera Feb 2024 • HR (Recruiting, Hiring and Onboarding Employees) Coursera Feb 2024 • MS Excel Coursera Feb 2024 • Advance Excel for Professionals Max Strategy, RIU, Dec 19 • MS Office, Riphah International University, Nov 16 & June 16 • Effective Writing Skills Riphah International University, Aug 16
PERSONAL INFORMATON	Father's Name: Muhammad Nazir Khan N.I.C No: 8201-3405385-3 Date of Birth: 28 July 1992 Domicile: Bagh Azad Kashmir