

Sahira Jamil

DOB: 18th August, 1989

Email: sahree.jamil@gmail.com

Contact: 03425713194

Objective:

To seek a job in an institute that will enhance my interpersonal communication and professional skills by utilizing my knowledge, potentials and abilities in dynamic and stable workplace.

Education:

2016 B.Ed.	Allama Iqbal Open University, Islamabad
2012 MSc. Economics	Federal Urdu University, Islamabad
2008 B.Com	Punjab University
2006 HSSC	Federal Board Islamabad
2004 SSC	Federal Board Islamabad

Interpersonal Skills:

- Good communication and Analysis skills.
- Good at working in groups as well as at individual level.
- Knowledge of MS Office Packages (Word, Excel, PowerPoint and MS Project), Canva,
- Customer services

Professional Skills:

- A quick learner with management and computer skills, motivated hardworking, devoted to task given and likes to accomplish the things in the best possible approach.
- Excellent communication and interpersonal skills.
- Time management skills.
- Responsibility towards the accomplishment of assigned task.
- Ability to multi-task & willing to develop new skills
- Extensive Knowledge of Internet Searching through web browsing.

Professional Experience:

January 2023 to till Date

Incharge Student Affairs and Exam Cell
Kulsum Institute of Health Sciences

Responsibilities:

Admissions:

- a. Plan annual admission calendar
- b. Prepare advertisement, scrutinize applications, and organize entry Test
- c. Facilitate/ arrange shortlisted candidates
- d. Prepare final selection lists and Issue offer letters
- e. Arrange the orientation of all programs

Examination Cell:

- a. Working in Examination Affairs, Office Correspondence including Students, and HODs.
- b. Involved in scrutiny of data and compilation of Midterm results.
- c. Prepare Department wise Students' Exam lists.
- d. Verification of Roll Number Slips issued to students.
- e. Scrutiny and Issuance of Provisional Certificates / Interim / Final Transcripts.
- f. Maintain record keeping of computers/ machines/ printers in use.
- g. Safe custody and accountability of all documents.

Coordination with PNC:

- a. PNC online pre-registration of the newly enrolled students
- b. Attend the training sessions arranged by the PNC

Students Record

- a. Prepare and maintain students' files
- b. Provision of graduating students' data to the university exam department
- c. Issuance of Degree & Transcript from University Exam Department
- d. Issuance of bonafide/ reference/ clinical hours' letters

Supervise the Finance Matters:

- a. Liaison with the accounts department for issuance of fee vouchers to students
- b. Maintain the Student's fee status
- c. Liaison with the sponsoring body such as a Government Scholarship program or hospital sponsorship

October 2020 to January 2023

Graduate Program Secretary
Shifa College of Nursing

Responsibilities:

- To assist faculty of concerned program in academic management.
- Maintain Graduate Staff Meeting Minutes
- Work on Turn-it-in Software in-order to make Plagiarism Report

- Communication and coordination with Admin Office, Year Coordinators, Student Affairs and Examination Cell.
- Arrange the QEC forms in hard copy
- Enter QEC forms data in soft and hard
- Work on Analysis & report of QEC forms.

December 2019 to October 2020

Receptionist
Shifa College of Nursing

Responsibilities:

- Respond phone calls.
- Record customer details into database and schedule appointments.
- Manage daily office mails.
- Handle filing and record management.
- Greeting guests and provide them information.
- Working as a PhD, MSN and PRN Program Secretary.

March 2016 to March 2019

Receptionist
Cosmesurge International Hospital

Jan. 2012 to Dec. 2013

Internee
Higher Education Commission
(TESP) World Bank Project

Language Proficiency:

- English
- Urdu

Interests and Hobbies:

- Cooking
- Music
- Using Internet

Reference:

Will be furnished on demand.