



ABOUT ME

I am a dedicated, organized and enthusiastic individual. I have good interpersonal skills, an excellent team worker, and keen observer, willing to learn and develop new skills. I am reliable, dependable and often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done. I am determined and decisive. I identify and develop opportunities.

RAIHA HAIDER ZAIDI

Phone:

+92 3365253076

E-Mail:

Raihazaidi21@gmail.com

Address:

Islamabad, Pakistan

Skill Highlights

- Strong Decision maker
- Complex Problem Solver
- Innovative
- Service-focused

Technical Skill

- MS Office (MS Word, Excel, PowerPoint)
- Learning Management System
- Document and Record Management
- Correspondence and Communication

Languages

English – A1

Urdu – A1

Russian - Beginner

Professional Experience

04/2026 till date

Assistant Registrar (Acad)- Alhamd Islamic University, Islamabad

- Oversees student admissions, registrations, examinations, and academic records.
- Manages student enrollment, grievances, extracurricular activities, and discipline.
- Maintains official records, prepares reports and meeting minutes, and ensures compliance with policies.
- Acts as a bridge between departments, students, and external

03/2025 to 4/2026

Assistant Controller Examination - Alhamd Islamic University, Islamabad

- Oversees the planning, scheduling, and conduct of university examinations.
- Manages examination-related processes, including paper setting, invigilation, and result compilation.
- Ensures compliance with examination policies, guidelines, and academic integrity standards.
- Coordinates with faculty and departments for smooth execution of examinations.
- Maintains and updates student examination records, grades, and transcripts.
- Prepares detailed reports related to examination results, processes, and student performance.
- Handles student queries and grievances related to examinations and results.
- Supervises examination staff and ensures proper training and coordination.
- Implements security measures to prevent malpractice and ensure fairness during examinations.

02/2023 to 03/2025

Instructor - Alhamd Islamic University, Islamabad

- Prepare lectures for undergraduate students.
- Provide support to research.
- Evaluate department programs and participated in committees.

Assistant to Registrar- Alhamd Islamic University, Islamabad

- Oversees student admissions, registrations, examinations, and academic records.
- Manages student enrollment, grievances, extracurricular activities, and discipline.
- Maintains official records, prepares reports and meeting minutes, and ensures compliance with policies.
- Acts as a bridge between departments, students, and external agencies.
- Supervises staff, assist and coordinate with staff.

6/2019 to 5/2021

Coordinator/English Language Teacher - Islamabad Career College

- Design, develop, and deliver material using a range of methods.
- Engage with students, assist with processing applications, and also attend interviews, and meetings.
- Assist students in completing different tasks and projects.

Education

MPhil English Linguistics -

2024-2025

Riphah International University, Islamabad, Pakistan

BS (English Language & Literature)-

2017-2021

National University of Modern Languages Islamabad, Pakistan

Intermediate-

2014-2016

Federal Board of Higher & Secondary Education, Pakistan

Matric-

2010-2012

Federal Board of Higher & Secondary Education, Pakistan

Publish Research Papers

- Face-Threatening Acts in Online Gaming: A Case Study of Free Fire Players
<https://policyjournalofms.com/index.php/6/article/view/197>
- Multilingual Education: A Catalyst for Professional Pathways
<https://doi.org/10.62345/jads.2024.13.4.18>

Undergraduate (BS/MA) Taught Courses

- English Composition & Comprehension
- Communication Skills
- Technical Business and Report Writing
- Classical Poetry and drama
- Literary Criticism
- Sociolinguistics
- American Literature (Novel and Poetry)
- Supervised MA English Students in their Final Year Research

Services

- Discipline Committee Member
- Convocation Arrangement Committee Member

- Examination
- Draft Meeting Minutes
- Sports Gala
- National Vocational and Technical Training Commission (NAVITC)

Senior Invigilator
Note taker
Female Event Organizer
Focal Person

Hobbies

- Books Reading
- Writing
- Sketching
- Exploring People
- Badminton
- Carom

References

Available upon request.