

WARDAH NASEER

Islamabad, Pakistan

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PROFESSIONAL SUMMARY

Organized and detail-oriented professional with experience in academic coordination, administration, student affairs, and administrative operations. Strong communication, organizational, and record management skills with the ability to manage multiple responsibilities efficiently. A quick learner, adaptable, and committed to professional growth and organizational development.

PROFESSIONAL EXPERIENCE

Academic Manager - COTHM – College of Tourism & Hotel Management, Rawalpindi (*Sep 2024 – Oct 2025*)

- Managed overall academic operations and ensured smooth coordination between faculty, management, and students.
- Supervised academic schedules, class operations, and faculty coordination.
- Managed student admissions, enrollment processes, and academic counseling.
- Maintained student academic records, attendance, and performance reports.
- Coordinated with admissions and finance departments regarding registrations and fee records.
- Organized academic events, workshops, seminars, and hospitality-related events.
- Handled student queries and provided academic guidance and support.
- Assisted management in academic planning, scheduling, and policy implementation.
- Ensured proper documentation and record management for all academic activities.
- Supported student engagement initiatives and extracurricular activities.

Immigration Manager - Centurion Immigration Consultancy (*Jan 2024 – July 2024*)

- Managed student case processing and documentation.
- Counseled students regarding study abroad opportunities.
- Maintained client records and ensured effective communication.

Processing Manager - Prosperity Group (*Mar 2023 – Dec 2023*)

- Managed application processing and documentation.

- Maintained office records and reports.
- Coordinated with clients and internal departments.

Teacher & Coordinator - Al Rehman Education System (Jan 2021 – Mar 2022)

- Coordinated academic activities and maintained student records.
- Communicated with parents regarding student performance.
- Assisted in organizing school events and activities.

Student Counselor - Torcia Academy (*Jan 2021 - Dec-2021*)

- Provided academic counseling and student guidance.
- Assisted students in improving academic performance and planning.

INTERNSHIP EXPERIENCE

Internee – Shifa Caring Center (*Oct 2022 – Feb 2023*)

Internee – Ask an Occupational Therapist (*Apr 2022 – Aug 2022*)

Internee – Fauji Foundation Hospital (*Sep 2020 – Jan 2021*)

Internee – Benazir Bhutto Hospital (*Jun 2019 – Aug 2019*)

EDUCATION

MS Clinical Psychology - Riphah International University, Rawalpindi (*2021 – 2023*)

B.Ed - Allama Iqbal Open University, Islamabad (*2021 – 2023*)

BS Psychology - Foundation University Islamabad (*2017 – 2021*)

FSc - Hamza Army Public School & College System (*2015 – 2017*)

Matric - Hamza Army Public School & College System (*2013 – 2015*)

PROFESSIONAL SKILLS

- Academic Coordination & Educational Administration
- Student Admissions, Enrollment & Counseling
- Interdepartmental Coordination
- Academic Event Planning & coordination
- Student Counseling & support
- Record Management & Academic Reporting
- Team Coordination & Leadership

- Time Management & Organizational Skills
- MS Office (Word, Excel, PowerPoint)
- Educational Management System (EMS)
- Communication & Relationship Management

TRAININGS & WORKSHOPS

- Attended one day workshop on Management of Intellectual Disabilities (28th October 2017)
- Attended seminar on Personality Analysis (12th May 2018)
- Attended 1st international conference on Emerging Trends in Psychology (18-19th Dec 2018)
- Attended an interactive learning session on Self Help Model of CBT for stress, anxiety, and depression (20th September 2019)
- Attended National Readers Conference by Read Pakistan (5th October, 2019)
- E-quizz on plagiarism awareness – research and academic ethics organized by Doctoral studies and research (21st July 2020)
- Attended first international conference department of applied psychology on enhancing cooperation and collaboration among professionals (6th July 2022)