

AYESHA SAMI

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PROFESSIONAL SUMMARY

HR & Administrative professional with 4+ years of experience in healthcare education, including a key role in Student Affairs at a medical college. Skilled in managing administrative operations, coordinating across departments, and implementing people-focused processes. Proven ability to enhance organizational efficiency, foster student engagement, and ensure compliance in dynamic institutional environments.

CORE SKILLS

HR Coordination • Administrative Operations • Employee/Student Relations • Policy Compliance
Recruitment Support • Record Management • Event Coordination • Interdepartmental Liaison

PROFESSIONAL EXPERIENCE

Senior Coordinator – Student Affairs

Shifa College of Medicine, STMU | Aug 2023 – May 2026

- Ensure the smooth and efficient execution of daily departmental operations while meeting established deadlines
- Liaise with internal departments to coordinate and obtain required information in a timely manner
- Respond to queries from regulatory authorities and external organizations with accuracy and professionalism
- Manage official departmental correspondence, addressing routine queries and concerns from students and stakeholders
- Provide timely support in resolving day-to-day operational and administrative issues
- Manage administrative operations while ensuring compliance with institutional policies
- Oversee documentation, student services, and record management systems
- Coordinate closely with senior management and faculty for institutional events, orientations, and official functions
- Process graduate verifications and credential submissions through portals including Intealth/ECFMG
- Act as liaison between student bodies, faculty, and administration to facilitate approvals for student-led initiatives
- Manage and facilitate international elective applications, including documentation, verification, and submissions via VSLO portal
- Managed graduate credentialing and enrollment verification processes through the Intealth portal, ensuring accurate and timely documentation for residency

- applications.
- Coordinated the compilation, preparation, and submission of Medical School Performance Evaluations (MSPEs) for graduates applying to residency programs in the USA through the ERAS–Intealth platform.
- Collaborated closely with senior faculty to prepare and submit documentation in compliance with General Medical Council (GMC) requirements.
- Facilitated international elective placements for clinical-year students by managing applications, home institution requirements, and timely submissions through the Visiting Student Learning Opportunities (VSLO) portal for undergraduate medical students.
- Successfully coordinated and managed annual convocation and orientation ceremonies during tenure at Shifa College of Medicine, ensuring smooth planning and execution of event.

Coordinator – Student Affairs

Shifa College of Medicine, STMU | Jan 2022 – Aug 2023

- Coordinated and supported day-to-day administrative operations within the Student Affairs Department, ensuring the efficient delivery of student services and departmental activities.
- Maintained and managed comprehensive student records, databases, and official documentation while ensuring accuracy, confidentiality, and compliance with institutional policies.
- Facilitated effective communication and coordination between students, faculty, administrative departments, and external stakeholders to address inquiries and support academic and extracurricular initiatives.
- Assisted in the planning, organization, and execution of student onboarding activities, orientation programs, and academic events to ensure a smooth transition and positive student experience.
- Coordinated student support programs, workshops, seminars, and departmental events, managing logistics, scheduling, registrations, and participant engagement.
- Served as a key liaison for student concerns and requests, providing guidance and facilitating timely resolution through collaboration with relevant departments.
- Supported the development and implementation of student engagement initiatives aimed at enhancing campus life, student participation, and overall student satisfaction.
- Coordinated and facilitated the activities of student-led societies and clubs, providing administrative support, overseeing event approvals, ensuring compliance with university policies, and promoting student leadership and extracurricular involvement.
- Assisted student societies in planning and executing academic, cultural, social, and community service events, while coordinating with faculty advisors and university administration.
- Prepared departmental correspondence, reports, meeting minutes, and presentations, contributing to effective documentation and operational efficiency.

Officer Grade-II**Askari Bank | Jul 2008 – Nov 2010**

- Managed client services, documentation, and compliance in a regulated environment

Assistant Project Officer – HR**Mari Gas Company Limited | Apr 2007 – Aug 2007**

- Supported recruitment coordination and HR documentation processes

EDUCATION**MBA (HRM) – IIUI Islamabad | CGPA: 3.75/4.00****BBA – IIUI Islamabad | CGPA: 3.47/4.00**

TECHNICAL SKILLS

MS Office (Word, Excel, PowerPoint) • Record & Data Management • Web-Based Tools

REFERENCES

Dr. Riffat Shafi

Professor of Physiology

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Dr. Muneeza Aamir Sami

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