

RASHID HUSSAIN

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PROFESSIONAL PROFILE

A dynamic, qualified, and experienced student affairs professional with an MS in Molecular Genetics (CGPA 3.67/4.00) from COMSATS University Islamabad and a B.Ed from Allama Iqbal Open University — both HEC-recognised institutions — fully satisfying the educational requirements for Assistant Registrar. More than four years of direct student-facing administrative experience at Shifa Tameer-e-Millat University encompass enrollment management, student welfare coordination, disciplinary proceedings, orientation event organisation, extracurricular activity facilitation, and academic-student liaison — covering every functional area of a student affairs office. As Departmental Admission In-Charge, oversaw the complete student intake cycle from applicant screening through orientation; as an active member of the Student Affairs Committee, shaped institutional welfare policies; and as a Disciplinary Committee member, adjudicated conduct cases with impartiality and procedural compliance. Extensive experience organising student welfare events — blood donation camps, health awareness activities, skills workshops, orientation ceremonies, and public health sessions — demonstrates the community-building, event management, and stakeholder coordination capability central to a vibrant student affairs function.

PROFESSIONAL EXPERIENCE

Instructor & Student Affairs Administrator — Biosciences

June 2022 – Present

Shifa Tameer-e-Millat University (STMU) | HEC-Recognised University | Islamabad, Pakistan

Student Enrollment & Admissions Administration

- Appointed as Departmental Admission In-Charge for Spring 2026 intake — managed the complete enrollment process from application receipt and eligibility screening through candidate interview scheduling, board panel coordination, and new cohort onboarding; maintained all associated administrative records in compliance with institutional standards.
- Facilitated Fall 2025 Orientation Ceremony for incoming students — coordinating venue, scheduling, departmental participation, and student engagement activities; awarded formal Appreciation Certificate by Head of Department and Dean, FPAHS in recognition of organisational contribution.
- Maintained student academic records, assessment schedules, and progress documentation throughout degree-level instruction, ensuring accurate and accessible administrative records for all enrolled cohorts.

Student Affairs Committee & Welfare Administration

- Active member, Student Affairs Committee — contributed to the formulation of student welfare policies, academic support frameworks, scholarship procedures, and extracurricular programming guidelines; served as a departmental voice for student interests within institutional governance structures.
- Active member, Disciplinary Committee — reviewed student conduct complaints, evaluated evidence, conducted proceedings, and issued outcomes in strict accordance with university regulations, upholding due process, institutional integrity, and student rights throughout.
- Active member, Research and Internship Student Committee — coordinated research placement allocations, evaluated student proposals for external study partnerships, and managed the administrative interface between students and institutional research programmes.
- Active member, Admission Interview Board Panel — evaluated prospective student profiles, conducted structured interviews, and contributed to enrollment decision-making aligned with institutional merit criteria.

Student Events, Community Engagement & Campus Life

- Organised Blood Donation Camp in collaboration with Medicos Aid Society and Jamila Sultana Foundation — coordinating inter-organisational logistics, student mobilisation, and event administration at PRC (November 2025).
- Led student cohort participation in World AMR Awareness Week Hike, National Institute of Health (November 2025) — organising student registration, safety briefings, and institutional representation at a national public health event.
- Facilitated Food Safety & Public Health technical session in collaboration with NIH – Institute of Nutrition & Health, engaging students in applied community health education (October 2025).
- Organised Cell Culture Techniques Training Workshop for student skill development — managing scheduling, equipment preparation, trainer coordination, and participant engagement (September 2025).
- Co-organised 2-Day Risk Assessment Workshop with Pakistan Biological Safety Association and Health Security Partners USA, coordinating student and professional participation across institutional boundaries (August–December 2023).

- Arranged First Aid Techniques & Emergency Response Workshop in partnership with Rescue 1122, providing students with practical life-skills training (May 2024).
- Supervised 'Rare Genetic Diseases in Pakistan' academic seminar — coordinating student, faculty, and external speaker participation (February 2026).

Academic Instruction & Student Mentoring

- Deliver degree-level instruction in Microbiology, Molecular Biology, and Biotechnology — maintaining a student-centred pedagogical approach that builds the academic confidence, analytical skills, and professional identity of health sciences cohorts.
- Mentor final-year students through research projects — guiding study design, ethical conduct, data handling, and written communication, functioning as an academic support resource alongside formal administrative duties.

Research Investigator — Biochemistry Laboratory

February 2021 – January 2022

Shifa College of Medicine, STMU | Hospital-Affiliated Research Facility | Islamabad

- Conducted hospital-based clinical research involving participant recruitment, ethics committee compliance, biological sample management, and data governance — building structured administrative and documentation habits applicable to student records management and regulatory reporting.
- Contributed to two peer-reviewed publications in Elsevier-indexed journals, demonstrating the academic credibility that reinforces professional standing within a university student affairs context.

Biology Instructor

April 2019 – February 2020

AIMS College, Lodhran, Pakistan

- Delivered intermediate Biology instruction, managed student assessment records, maintained attendance documentation, and liaised with institutional administration on student progress and welfare matters.

ACADEMIC QUALIFICATIONS

MS — Molecular Genetics

2020 – 2022

COMSATS University Islamabad | HEC-Recognised | Islamabad, Pakistan

CGPA: 3.67 / 4.00 — Meets HEC Assistant Registrar Educational Eligibility Criteria

Thesis: Association of Telomere Length in Metabolic Syndrome — Published in Clinica Chimica Acta, Elsevier 2023

B.Ed (1.5 Years) — Education

2023

Allama Iqbal Open University (AIOU) | HEC-Recognised | Islamabad, Pakistan

Formal pedagogical qualification covering educational administration, student assessment, curriculum delivery, and learner welfare — directly strengthening the student affairs professional profile.

BS (Hons) — Biotechnology

2015 – 2019

Institute of Molecular Biology & Biotechnology (IMBB), Bahauddin Zakariya University, Multan | HEC-Recognised

CGPA: 3.06 / 4.00

F.Sc — Pre-Medical | Matriculation — Science

2015 | 2012

BISE Bahawalpur | BISE Multan, Pakistan

RESEARCH PUBLICATIONS — 9 PEER-REVIEWED OUTPUTS

Peer-Reviewed Journal Articles

[J1] CA Rafiq M, Liaquat A, Javed A, Shah SU, Hussain R, Akram Z, Khan MJ. Leukocyte telomere attrition in coronary artery disease: case-control study with meta-analysis. *Clinica Chimica Acta*. 2023;547:117416. Elsevier. DOI: 10.1016/j.cca.2023.117416

[J2] CA Ahmed SI, Jamil S, Ismatullah H, Hussain R, Bibi S, et al. Traditional Arabic/Islamic medicinal plants as adjuvant therapy against COVID-19. *Saudi Journal of Biological Sciences*. 2023;30(3):103561. Elsevier. DOI: 10.1016/j.sjbs.2023.103561

Published Book Chapters (CRC Press / Taylor & Francis and Academic Press / Elsevier)

[B1–B7] Seven peer-reviewed book chapters published with **CRC Press (Taylor & Francis)** and *Academic Press (Elsevier)* covering molecular medicine, neuroscience, immunology, nanomedicine, and precision health (2024–2026). Full citations and DOIs available upon request.

PROFESSIONAL MEMBERSHIPS

- Lifetime Member — Pakistan Biological Safety Association (PBSA), since December 2023.
- Member — Zakariyan Federation of Biotechnology, Bahauddin Zakariya University Multan, since April 2016.

REFERENCES

Dr. Muhammad Jawad Khan Tenured Professor Department of Biosciences <i>COMSATS University Islamabad</i> ☎ 92-51-9049210 ✉ jawadkhan@comsats.edu.pk ORCID: 0000-0002-9570-1517	Dr. Afrose Liaquat Associate Professor Shifa College of Medicine <i>Shifa Tameer-e-Millat University</i> ✉ dr.afroseliaquat@gmail.com ORCID: 0000-0001-6410-6953	Dr. Shabana Bibi Assistant Professor Fatima Jinnah Women University <i>Rawalpindi, Pakistan</i> ✉ shabana.bibi@fjwu.edu.pk
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