

IRSHAD ALI

irshad_alirshad@hotmail.com

MS ECONOMICS

+923020156019

irshad.ali@iqraisb.edu.pk

[linkedin.com/in/irshad-ali-466ba287](https://www.linkedin.com/in/irshad-ali-466ba287)

+923480969798

DOB: 10-Apr-1988

Marital Status: Married

Hobbies: Newspaper Reading, Sport

Coordinator Administration, Administrative Officer Admin & Finance, Supervisor, with over 9 years of extensive professional experience in areas of,

Coordinator: Assist HOD, in Course allocation, Faculty & Student Relation, student registration etc.

Supervisor: Team leadership, task delegation, performance evaluation

Admin & Finance: Budgeting, financial reporting, expense management.

PROFESSIONAL EXPERIENCES:

(1) Iqra University H-9 Campus, Islamabad.

Feb 2, 2023-to-date

Coordinator Administration (Social Science Department).

(Total, 3.4 Years)

My Job Responsibilities:

- Assist the Head of Department (HOD) in academic and administrative matters.
- Support the selection process for new student intakes.
- Prepare timetables, examination date sheets, and allocate course loads for permanent and visiting faculty members in consultation with the HOD.
- Coordinate with the IT Department (Iqra) regarding course offerings each semester.
- Manage credit transfers and address student disciplinary matters.
- Prepare the daily log of classes and ensure its timely distribution.
- Monitor class punctuality and report the status to the HOD.
- Track and monitor students' attendance records.

(1) Shad Foundation, Islamabad.

Feb 03, 2020-Feb 01, 2022

(Total, 2 years)

Supervisor in Administration.

My Job Responsibilities:

- **Staff Supervision:** To ensure in Managing administrative staff and delegating tasks effectively to ensure smooth operations.
- **Policy Implementation:** To ensure enforcing the policies, rules, and regulations across various departments in the Campus.

- **Coordination with Departments:** To look after in Coordination between different departments to facilitate communication and workflow in the Campus.
- **Monitoring & Evolution:** Involve in Evaluating the performance of employee and providing feedback with in time service need.
- **Document record in Office:** To ensure in Managing records, documentation, filing systems and to ensure proper data handling and accessibility in the office.
- **Facilitator:** To maintain the maintenance and smooth functioning of school facilities, including handling repairs and upgrades process in the campus.
- **Problem Solution:** To ensure addressing issues in employee, office and administration, and finding proper solutions to maintain operational efficiency and work in the campus.
- **Reporting to Higher Authority:** To ensure for Preparing and submitting regular administrative reports to senior management officers in the campus.

(2) Dr. A. Q. Khan School System, Islamabad.

Feb 05, 2018- to-Jan 30, 2020

(Total, 2 years)

Admin & Finance.

My Job Responsibilities:

Office Management: To look after day-to-day operations of the school to ensure a smooth functioning environment in the school.

- **Implementation Policy of School:** To involve the school policies, procedures, and implement for soft functioning administration in the campus.
- **Supervision of Employee:** To ensure for Managing staff for completing tasks efficiently in time.
- **Coordination with staff:** To ensure collaborating with teaching staff and non-teaching staff to facilitate various school activities in the campus during in preparing school schedules, events, and managing the school calendar and time table.
- **Participation in Examination:** To ensure acting as facilitator during the exam with external and internal examiner, including parents and stakeholders.
- **Record Keeping:** To ensure maintaining records related to school operations, students, and staff.

(3) The Educator, Mardan (KPK).

March 01, 2014-to-March 01, 2015

(Total, 1 year)

Admin & Finance

My Job Responsibilities:

- **Office Management:** To look after day-to-day operations of the school to ensure a smooth functioning environment in the school.
- **Implementation Policy of School:** To involve the school policies, procedures, and implement for soft functioning administration in the campus.
- **Supervision of Employee:** To ensure for Managing staff for completing tasks efficiently in time.
- **Coordination with staff:** To ensure collaborating with teaching staff and non-teaching staff to facilitate various school activities in the campus during in preparing school schedules, events, and managing the school calendar and time table.
- **Participation in Examination:** To ensure acting as facilitator during the exam with external and internal examiner, including parents and stakeholders.
- **Record Keeping:** To ensure maintaining records related to school operations, students, and staff.

(4) Air Foundation School System, Swabi (KPK).

May 02, 2013 to Dec 30, 2014

(Total, 1 year & 7 months)

Admin & Finance.

My Job Responsibilities:

- **Office Management:** To look after day-to-day operations of the school to ensure a smooth functioning environment in the school.
- **Implementation Policy of School:** To involve the school policies, procedures, and implement for soft functioning administration in the campus.
- **Supervision of Employee:** To ensure for Managing staff for completing tasks efficiently in time.
- **Coordination with staff:** To ensure collaborating with teaching staff and non-teaching staff to facilitate various school activities in the campus during in preparing school schedules, events, and managing the school calendar and time table.
- **Participation in Examination:** To ensure acting as facilitator during the exam with external and internal examiner, including parents and stakeholders.
- **Record Keeping:** To ensure maintaining records related to school operations, students, and staff.

(5) Pearl Continental Hotel, (Burban Muree).

Nov, 2012 to May 2013

(Total, 6 month)

Reservation (Sale Department).

My Job Responsibilities:

- To Ensure after look reservation sales team.
- ensuring guest satisfaction and revenue targets.
- Managed bookings, resolved guest queries,
- Attend all out coming calls and response.
- Ensuring the mail and keep recording the documents.

(6) National Bank of Pakistan Mastuj Branch, District Upper Chitral, KPK.

Internee

June, 2011 to Aug 2011

(3 months)

My Job Responsibilities:

- Learn and understand the fundamentals of banking operations.
- customer service, account management, loans, and transactions.
- Assist with customer inquiries.
- provide guidance, and resolve issues in a timely and professional manner.

EDUCATION:

Years	Degree Title	University/Institute	Specialization
2016-2018	MS/M.Phil.	Islamia College University, Peshawar.	Economics
2010-2012	MA	Agricultural University, Peshawar.	Economics
2007-2009	BA	Post Graduate Jahanzeb College Saidu Sharif, Swat.	Economics/Statistics
2005-2007	FSc	BISE Peshawar	Engineering
2003-2005	SSC	BISE Peshawar	Science

PROFESSIONAL EDUCATION:

2015-2016	M.Ed.	University of Peshawar	Education
2014-2015	B.Ed.	Darband Degree College for Boys & Girls, Chitral.	Education

RESEARCH EXPERIENCE:

S.no	Session	Research Title	University
1	2016-2018	The Impact of Foreign Direct Investment on Income Inequality in the context of Human Capital in Selected Asian Developing Countries.	Islamia College University, Peshawar.

Publication:

S.no	Research Title
1	Economic Impact of Foreign Direct Investment on Economic Growth: Evidence from Selected Asian Countries (1991–2020)
Link	https://assajournal.com/index.php/36/article/view/1256

CORE PROFICIENCIES:

Area Of Expertise	Technical and IT Skills
ERP Software	Soft Sole, Opera.
Office	MS Excel, MS Words, MS Power Point, Quick Book etc.
Software	Google Drive, Sheet, etc.

CERTIFICATION:

CERTIFICATION	INSTITUTE/ORGANIZATION
Research Methodology	<i>(AHK) National Center for Rural Development, Islamabad.</i>
Quick Books Training	<i>Shad Foundation Islamabad.</i>
Computer Course (MS Office).	<i>Zeeshan Computer Center Islamabad</i>
Focus Humanitarian Assistance (Training).	<i>AKESP Chapali, District Upper Chitral KPK</i>
MTO (Reservation, Department).	<i>PC Hotel Burban Muree</i>
HRE-1 & 2	<i>Chuinj Doke Upper Chitral, and AKBH Dolomuch Chitral</i>

VOLUNTARY SERVICE:

(1) Darband Community Degree College,
for Boys & Girls Upper Chitral KPK.

(2020-to-date)

(5 years)

As a Research Supervisor: B.Ed Student

My Current Responsibilities:

Research Guidance:

- Assist students in selecting research topics aligned with educational theories and practices.
- Provide feedback on research proposals, methodologies, and data analysis.

Academic Support:

- Help students develop critical thinking and writing skills.
- Ensure their research adheres to academic standards and ethical guidelines.

Mentorship:

- Offer regular supervision and constructive feedback.
- Motivate students to overcome challenges and stay focused. **Resource**

Provision:

- Recommend relevant literature, tools, and resources.
- Facilitate access to research materials and databases.

Evaluation:

- Assess students' progress through drafts, presentations, and final submissions.
- Prepare them for viva voce and defense

Reference: Will be given on demand