

IQRA SHARIF

Executive Secretary | Administrative Professional

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PROFESSIONAL SUMMARY

Results-driven strategic planning and university administration professional with over 9 years of progressive experience supporting senior executive decision-making, driving institutional strategy, and managing complex cross-functional projects. Positioned at the Rector's Office — the highest level of university governance — with a proven track record of aligning departmental goals with institutional objectives, conducting operational effectiveness analyses, developing policy frameworks, and translating strategic priorities into executable plans. Skilled in stakeholder coordination, analytical reporting, and organizational strategy support across higher education environments.

CORE COMPETENCIES — STRATEGIC & ADMINISTRATIVE

Institutional Strategy Support	Operational Effectiveness Analysis	Cross-Departmental Alignment
Policy Development & Governance	Executive Reporting & Presentations	Stakeholder & Change Management
Project Planning & Monitoring	Data Analysis & Strategic Reporting	Regulatory Compliance & QA

PROFESSIONAL EXPERIENCE

Executive Secretary to Rector | Office of the Rector (Reporting Directly to the Rector) | Namal University | Oct 2022 – Present

- Manage the Rector's calendar, appointments, meetings, and travel arrangements with full discretion.
- Provide strategic and executive support to the Rector in institutional planning, governance, and decision-making.
- Coordinate cross-functional initiatives and ensure alignment of departmental activities with university objectives.
- Manage executive communications, reports, presentations, meetings and stakeholder engagements.
- Conduct research, data analysis, and prepare briefing reports to support strategic initiatives and policy development.
- Liaise with governing bodies, regulatory authorities, donors, and internal departments to ensure effective coordination and compliance.
- Monitor strategic projects, track action items, and support the implementation of institutional policies and priorities.

- Oversee administrative operations, including recruitment coordination, procurement, budgeting, record management, and special projects.
- Served as the primary point of contact for the Rector's Office, welcoming institutional guests, dignitaries, and stakeholders with professionalism and ensuring a positive first impression of the university.
- Planned and executed large-scale institutional events, including the Namal Community Family Gala 2026 (190+ attendees), managing end-to-end logistics, multi-department coordination, vendor management, and Rector-level reporting.
- Managed meeting room and event space bookings for the Rector's Office, coordinating scheduling across senior leadership, governing bodies, and external stakeholders.
- Coordinated facility and office readiness for high-level meetings, university committees, and institutional events, ensuring all spaces, materials, and logistics were prepared to the highest standard.
- Onboarded new staff and institutional visitors by orienting them to office policies, facilities, and operational procedures, fostering a welcoming and well-informed environment.
- Managed inventory of office supplies, maintained procurement records, and coordinated with vendors for timely provision of materials and services required by the Rector's Office.

Coordination Officer – Student Affairs | Registrar Office (Reporting to the Registrar) | The University of Faisalabad | May 2020 – Aug 2022

- Coordinated and managed student affairs activities, ensuring effective delivery of student support services and compliance with university policies.
- Assisted in the planning and execution of annual and semester-based student engagement activities, orientations, academic events, competitions, and co-curricular programs.
- Maintained and updated records of student activities, participation, achievements, and disciplinary matters to support student development initiatives.
- Coordinated with academic and administrative departments for the smooth conduct of student-focused events and campus activities.
- Managed student complaint handling systems, including the Prime Minister's Portal, ensuring timely responses, issue resolution, and confidentiality.
- Served as a liaison between students, faculty, alumni, and university administration to facilitate effective communication and engagement.
- Assisted in preparing event notices, promotional materials, reports, and official correspondence related to student affairs activities.
- Supported the organization of outreach programs, industrial visits, career-related events, and student development initiatives.
- Prepared monthly and periodic reports on student affairs activities, participation trends, and operational performance for university management.
- Ensured implementation of university regulations, policies, and procedures related to student conduct, clubs, societies, and campus events.
- Coordinated student clubs and societies, facilitating approvals, resource allocation, and activity monitoring.
- Maintained student-related data and records through ERP systems, ensuring accuracy and timely reporting.
- Contributed to process improvement initiatives by recommending efficient workflows and digitized record-keeping practices.

Principal & Founder | Al-Jinnah Cambridge School

Jan 2017 – Mar 2020

- Established and launched a new educational institution from inception — developing the full academic, administrative, and operational framework from zero.

- Developed and implemented institutional policies, strategic plans, and operational procedures; grew student enrolment from 0 to 250 within three years.
- Led strategic planning for curriculum delivery, staff recruitment, community outreach, and regulatory compliance, demonstrating end-to-end institutional management capability.

Coordinator - Academics & Administration | Allied School

Jan 2016 – Dec 2016

- Coordinated academic scheduling, examinations, extracurricular planning, and faculty performance reviews; ensured compliance with educational standards and inspection requirements.

Teaching & Learning Coordinator | The Educators School

Mar 2014 – Dec 2015

- Coordinated class schedules, curriculum implementation, and faculty development; monitored teaching quality and student performance across middle and high school levels.

EDUCATION

- **MA in Education**
Govt. College University, Faisalabad | 2017-2019
- **BS (Hons) in Computer Science**
Govt. College University, Faisalabad | 2012-2016

TECHNICAL SKILLS

Office & Productivity	Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) Google Workspace (Docs, Sheets, Slides, Gmail, Forms)
Data & Reporting	Operational Data Analysis Strategic Reporting ERP Systems Student Information Systems
Project Tools	MS Teams Zoom Google Meet Calendar & Schedule Management Monitoring & Follow-up Systems
Documentation	Policy Drafting Governance Records & Minutes PDF Tools Presentation Design (Canva, Prezi, PowerPoint)
LMS / ERP	Moodle Google Classroom Microsoft Teams LMS Attendance & Academic Records Systems

KEY STRATEGIC ACHIEVEMENTS

- **Policy Development:** Developed Staff Further Education Support Policy.
- **Institutional Event Strategy:** Planned and executed the Namal Community Family Gala 2026 — a large-scale institutional event involving 190+ attendees, multi-department coordination, data analysis, and Rector-level reporting.
- **Strategic Documentation:** Produced comprehensive university documentation including Namal Academic Calendar 2026-27, Staff Meeting Minutes, and a campus profile.
- **Institutional Development:** Managed the complete operational setup of Al-Jinnah Cambridge School from zero — including policy development, staff recruitment, curriculum planning, and growth to 250 students in 3 years.

Professional references available upon request.