

MUHAMMAD BILAL HASSAN TARAR

ADVOCATE HIGH COURT
MEMBER, LAHORE HIGH COURT BAR ASSOCIATION
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PROFESSIONAL SUMMARY

Academic administration professional with progressive experience in higher education institutions, including direct responsibility for regulatory compliance, accreditation-related documentation, and institutional governance. Experienced in maintaining compliance registers and calendars, interpreting HEC regulatory requirements, preparing and quality-assuring compliance and self-assessment documentation, and coordinating institutional readiness for audits, inspections, and regulatory reviews. Skilled in cross-departmental liaison, evidence verification, and regulatory reporting, with a Master's-level academic background and a strong track record of accuracy, confidentiality, and sound judgement under deadline pressure.

EDUCATION

Degree	Major(s)	Institute
LL.M	Legal Theory, Research Methodology, Governance	University of Gujrat, Punjab
LL.B (Hons.)	Business Law, Administration, Constitutional Law	University of Gujrat, Punjab
M.A. Political Science	Public Administration, Governance, Management	University of the Punjab, Lahore
B.A.	Political Science, Islamic Studies	University of the Punjab, Lahore

PROFESSIONAL EXPERIENCE

Vice Principal / Campus Administrator | *Gabriel Law College Mandi Bahauddin* **Sep 2025 – Jun 2026**

- Maintain institutional compliance registers, calendars, and documentation for regulatory and accreditation obligations.
- Interpret HEC and regulatory requirements, translating them into institutional policies and action plans.
- Prepare and quality-assure compliance documentation, self-assessment reports, and supporting evidence for regulatory submissions.
- Conduct internal compliance and audit readiness reviews, identifying gaps and coordinating corrective action with departments.
- Support technical preparation for institutional audits, inspections, and regulatory reviews, including evidence files and briefings.
- Liaise with faculty, departments, and academic committees to verify accuracy and completeness of compliance information.
- Prepare regulatory status reports, correspondence, and notifications for stakeholders.

Personal Secretary to Deputy Chairman, Board of Governors | *University of Chenab, Gujrat* **Nov 2024 – Sep 2025**

- Supported governance-level regulatory compliance and accreditation planning, working directly with the Board of Governors.
- Drafted institutional policies, compliance reports, and regulatory documentation aligned with HEC and accreditation requirements.
- Coordinated cross-departmental communication supporting regulatory submissions and reporting obligations.
- Maintained official records of minutes, agendas, and compliance-related institutional documentation.
- Assessed the regulatory implications of institutional decisions and provided recommendations to senior leadership.

Deputy Manager, Academics & Student Affairs | *Chenab Postgraduate College, Gujrat* **Oct 2020 – Apr 2024**

- Coordinated institutional reporting and documentation to support accreditation, audit, and regulatory compliance requirements.
- Maintained accurate academic records, regulatory documentation, and statutory reporting in line with HEC standards.
- Liaised with faculty, students, and academic committees to resolve compliance-related administrative issues.

- Developed and enforced administrative policies to strengthen institutional compliance and audit readiness.

Assistant Admin Officer | *Chenab Postgraduate College, Gujrat*

Feb 2019 – Sep 2020

- Supported compliance-related administrative operations, including records maintenance and documentation.
- Maintained official records, correspondence, and regulatory documentation.

SKILLS & TOOLS

- Regulatory research, interpretation, and compliance documentation
- Accreditation and self-assessment report preparation
- MS Office Suite Word, Excel, PowerPoint, Outlook (Advanced)
- Analytical, report-writing, and record-management skills
- Languages: English (Professional Proficiency), Urdu (Native), Punjabi (Fluent)

KEY ATTRIBUTES

- Strong analytical, documentation, and report-writing skills
- Ability to manage multiple deadlines and exercise sound judgement
- High attention to detail and accuracy in regulatory documentation
- Confidentiality and integrity in handling sensitive compliance records
- Effective liaison across academic, administrative, and regulatory stakeholders