

Aliya Naz

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Summary

I am dedicated, target oriented secretarial professional with deep knowledge of office management procedures. Proficient understanding of MS Office and good interpersonal skills are my strengths. I, with strong attention paid to detail, organization, and presentation skills, try my level best to assure high level of professional and meticulous work. I keep the day-to-day operations running smoothly by managing student information, managing organizational resources, and assisting in organizing special events.

I am an energetic team player eager to learn, expert in bringing cost visibility to organizations and reducing it through continuous improvement and operational excellence. I can adapt myself accordingly; can lead a task with utmost synergy and can perform while moving out of my comfort zone.

Professional Work Experience

Shifa Tameer-e-Millat University (Department of Rehabilitation Sciences) Islamabad,
(03 August 2020 – 01 June 2026)

Designation: *Program Secretary*

Task Management & Project Execution:

- Execute tasks, projects, and assignments delegated by the Head of Department, ensuring departmental initiatives and objectives are met efficiently.

Calendar Management:

- Schedule and organize the Head of Department's daily activities, including appointments, meetings, conferences, and events, optimizing time management and ensuring preparedness for all engagements.

Admission Portal Management and Student Selection Process

During admission cycles, the management of the admission portal is critical for ensuring a transparent and efficient selection process. This entails:

- Calculating student admission aggregates based on institutional policies and eligibility criteria.

- Generating and finalizing merit lists that determine the selection of students for admission.
- Issuing official admission letters to candidates who meet the academic standards and institutional requirements.

Examination Oversight and Academic Assessment Administration

The administration of midterm and terminal examinations requires meticulous coordination and execution. Key responsibilities include:

- Preparing and distributing examination-related documentation, including exam schedules and date sheets.
- Managing student course add/drop requests and verifying student eligibility lists.
- Ensuring compliance with institutional and external academic regulations concerning examination procedures.
- Maintaining official records such as marks grids, internal and external data, and student evaluation reports.
- Coordinating with both internal faculty members and external examiners to facilitate fair and structured assessment processes.

Coordination of Doctor of Physical Therapy (DPT) Thesis Defense Process

Oversight of the Doctor of Physical Therapy (DPT) thesis defense process requires collaboration with faculty, students, and external examiners. Responsibilities include:

- Preparing pre-defense documentation, ensuring that all requirements are met prior to the defense.
- Facilitating a structured defense process by coordinating with students, thesis supervisors, and examiners.
- Managing post-defense formalities, including the preparation and processing of remuneration documents for examiners and faculty involved in the defense process.

Visiting and Adjunct Faculty Appointments and Contractual Management

Supervising the faculty appointment process involves:

- Overseeing the selection and appointment of visiting, adjunct, and clinical (SIH) faculty members.
- Ensuring that faculty recruitment aligns with institutional policies and accreditation requirements.
- Managing remuneration and contractual agreements for visiting and adjunct faculty, ensuring compliance with university budgetary guidelines and employment policies.

Budget Preparation and Financial Reconciliation

The preparation and management of program budgets constitute a crucial administrative responsibility. Budgetary oversight includes:

- Preparing comprehensive financial plans for university programs such as admissions, examinations, student orientation, career counseling initiatives, and extracurricular activities such as recreational trips.
- Securing approvals for budgetary allocations, ensuring resource efficiency and financial accountability.
- Reconciling expenditures and maintaining financial records to ensure compliance with university policies and financial regulations.

Logistical Coordination for Faculty and Institutional Visits

Organizing transportation and logistics for faculty members and academic visitors is essential for the seamless execution of institutional engagements. Responsibilities include planning transportation schedules and ensuring cost-effective and efficient travel arrangements.

Documentation and Record-Keeping of Faculty Meetings

Serving as an official record-keeper during full faculty meetings, responsibilities include:

- Accurately documenting meeting minutes.
- Recording key discussions, decisions, and action items.
- Ensuring that the minutes serve as a reference for institutional decision-making and policy development.

Remuneration Documentation for Clinical and Visiting Faculty

At the end of each academic semester, remuneration documents are systematically prepared for:

- SIH Clinical Faculty, including faculty from Doctor of Physical Therapy (DPT), Master of Science in Physical Therapy (MSPT), Speech-Language Pathology (SLP) and AUD Programs.
 - Visiting and Adjunct Faculty across DPT, Speech-Language Pathology (SLP), and Audiology (AUD) disciplines.
- This process involves ensuring accurate calculations, proper documentation, and adherence to institutional financial policies.

Preparation of Student-Related Official Documents

Student support services include the preparation of essential academic and professional documents, such as:

- HCPC (Health and Care Professions Council) documentation required for professional licensing and credentialing.
- Official recommendation letters for students seeking higher education opportunities, research positions, or employment.
- Issuance of observership and internship letters to facilitate clinical training and academic enrichment.
- Processing additional student requests for official documentation in alignment with academic regulations.

Academic Data Management and Course Administration

Managing semester-wise student data and academic records is crucial for institutional organization. Responsibilities include:

- Preparing faculty workloads based on course allocations and student enrollments.
- Monitoring semester attendance records and ensuring compliance with academic policies.
- Developing academic calendars to outline key semester milestones, examination schedules, and institutional events.
- Coordinating course allocations to faculty members, ensuring optimal distribution of teaching responsibilities.

Coordinated Internal and External Meetings with Venue Arrangements

- Coordinate and schedule meetings as per availability of participants.
- Send meeting invitations and reminders to attendees.
- Reserve and set up the conference room, ensuring necessary equipment and materials are available.
- Confirm meeting logistics, including seating arrangements, audio-visual setup, and refreshments (if required).
- Handle any rescheduling or cancellations as necessary.

General Administrative Responsibilities

Additional administrative tasks include:

- Drafting official correspondence, including institutional letters, notifications, reports, and interdepartmental communications.
- Managing physical and digital file systems to maintain organized records of academic and administrative activities.
- and any additional tasks assigned by the respected head of the department.

Stimmes Solutions (Oct 2014 - July 2015) (Contractual)

Designation: Assistant Office Manager

- Acting as a correspondent on behalf of company with its stakeholders
- Maintenance of the relevant books of accounts, as directed by the supervisors
- Record keeping of all the invoices received from clients and postings from invoices in books
- Posting and recording information in an organized way in cashbook and ledgers

Akbar Associates Group (May 2009 - Dec 2012)

Designation: *Executive Assistant*

- Aiding and assisting in procurement, tendering, invoicing and administrative processes of the company
- Floating of EOI's, responding to open tenders while trying to open a communication with all prospective clients
- Respond to queries of all existing clients, checking status of all pending payments and correspondence on weekly basis
- Assisted in coordinating meeting along with other administrative duties that I was assigned by the CEO

Apex Power Solutions (Jan 2008 - Apr 2009)

Designation: *Administrative Coordinator*

- Prepare the sales and marketing materials of the company's products.
- Maintain a correspondence channel with foreign principles and OEM vendors.
- Participated as a key supportive member for doing the tenders and bidding documents, for all the future sales needs of the company.
- Maintain the Stock List & inventory of all resource in the various regional offices of the company

Skyways Group (Feb 2004 - Dec 2007)

Designation: *Assistant Office Manager*

- Maintain a correspondence channel with foreign principles and OEM vendors.
- Maintain Stock List, Arranging the L/Cs, Shipping Documents
- Maintain & Prepare the Comparative Statements
- Aiding and assisting in procurement, tendering, invoicing and administrative processes of the company
- Respond to queries of all existing clients, checking status of all pending payments and correspondence on weekly basis
- Managed and maintained CEO's calendar including appointments, internal, external meetings and conferences events etc.

Academic Qualification

- **Masters in Economics** University of the Punjab (2004)
- **Bachelor in Education** Federal College of Education, H/9, Islamabad (2001)
- **Bachelor in Arts** F.G. College for Women, F-7/2, Islamabad (1999)

Technical Skills

- Microsoft Word (Advanced)
- Microsoft Excel (Advanced – Formulas, Pivot Tables, Charts, Data Entry & Reporting)
- Microsoft PowerPoint (Presentation Design)
- Data Management & Reporting
- Email & Internet Applications
- Office Administration

Core Strengths and Enabling Skills

- Ability of handling heavy work load and delivering on tight deadlines
- Highly analytical approach to problem solving
- Ability to quickly learn new concepts/ideas
- Ability to work in a challenging environment
- Able to collaborate with peers and cross functional group