

ZAINAB JAVED

COMSATS University Islamabad,

Wah Campus

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PROFESSIONAL EXPERIANCE

Assistant Officer

2013-2015

Admission Office

- Provide technical assistance and information to students regarding admissions, registration, records, matriculation, and enrollment; refer students to other areas of Student Services as appropriate.
- Instruct students in correct procedures for completion of forms, applications and processes; explain applications, requirements and restrictions; review completed forms for accuracy and completeness.
- Arrange admission tests (NTS).
- Process application forms; review and verify the status of applications and forms; refer problems to supervisor for assistance and resolution; notify students of need for additional information or documentation.
- Research and review records for changes in status, request transcripts, records and other information needed to determine status of applications and forms.
- Ensure proper releases are on file to safeguard student privacy.
- Enroll new students and ensure appropriate basis of admission is obtained, all prerequisites are satisfied, and previous college transcripts are completed.
- Ensure prospective students' admissions files are complete and assist students with initial registration process.
- Coordinate with other departments as necessary to finalize enrollment process.
- Arrange orientation session for newly enrolled students.
- Prepare and deliver admission progress report to supervisor.

Assistant Officer (Registrar)

2015-2018

Registrar Office

- Collect previous school transcripts, evaluate and verify admission criteria.
- Reviewing the transcripts for incoming and current undergraduate and graduate students based on previously articulated transfer credits in accordance with university policies and supports.
- Register students after verification and issue registration numbers.
- Preparing academic semester calendar with departmental coordination.
- Managing course offering of each session and program (Graduate & Undergraduate).
- Managing course registration and handling late registration issues (Graduate & Undergraduate).
- Dealing semester freeze/withdraw case for further approval and notification.
- Responsible for course drop/withdraw cases.
- Dealing student academic clearance verification.
- Issuance of academic letters as required by the students and other academic institutions.
- Verification of student status for academic scholarships.
- Responsible for all the academic status information (probation, extended, probation, and dismissal) and providing reports and mailing information accordingly.
- Ensuring compliance in regard to the course catalog, institutional policies and procedures, accreditation, and regulations.

Department Coordinator**2018-2023**

Department of Computer Science

- Advising the students in the matters relating to course registration, class scheduling and any other query.
- Explaining the registration policies and procedures to students and faculty.
- Arrange departmental orientation sessions for newly enrolled students.
- Assisting in course offering and course allocation.
- Assist in conduction of sessional exams.
- Preparing timetable and handling class; class scheduling with coordination of students and faculty.
- Assist students to resolve on-line registration issues and problems.
- Responsible of course registration of students on probation and critical cases after meeting their guardian.
- Responsible for processing of course drop/ withdraw, semester freeze/withdraw cases of the students (Graduate & Undergraduate).
- Assist in arranging departmental events and workshops.
- Responsible of proper class room maintenance and routine queries.
- Managing faculty attendance and leave record.
- Arranging interviews of graduate students for admission and process recommended students for registration.
- Arranging departmental meetings as per request of the HoD.

Assistant (Coordination)**2023 - To Date**

Admission Office

- Processed undergraduate and graduate admission applications in accordance with university admission policies and procedures.
 - Verified academic credentials, supporting documents, and eligibility criteria of applicants for admission.
 - Maintained accurate admission records and applicant databases, ensuring confidentiality and data integrity.
 - Provided guidance and counseling to prospective students and parents regarding admission requirements, eligibility criteria, fee structure, scholarships, and academic programs.
 - Responded to admission-related queries through telephone, email and in-person visits.
 - Assisted in planning and execution of admission campaigns, open house events, and orientation programs.
 - Coordinated with academic departments, registrar office, account office, and other stakeholders for smooth admission operations.
 - Prepared daily, and monthly admission statistics, enrollment reports, and management summaries.
 - I've conducted the admission tests, the admission offers processes and prepared the merit list preparation.
 - Managed applicant correspondence and issuance of offer letters and enrollment instructions.
 - Monitored admission targets and contributed towards achieving enrollment goals through effective applicant follow-up.
 - Assisted in updating admission brochures, prospectuses, website content, and promotional materials.
 - Coordinated with testing agency and external organizations regarding admission-related activities and candidate records.
 - Ensured compliance with institutional policies and regulatory requirements related to admissions.
 - Facilitated student registration and onboarding activities for newly admitted students.
 - Supported social media and digital marketing initiatives aimed at promoting admissions and increasing student outreach.
 - Maintained filing systems and archives of admission records for audit and reporting purposes.
 - Participated in departmental meetings and contributed to process improvements for enhancing admission services.
 - Performed administrative and operational duties assigned by the Head of Admissions to ensure efficient functioning of the Admissions Office.
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EDUCATION

Master of Science in Project Management

2017-2019

Riphah International University, Islamabad

Masters in Economics

2015-2017

University of Sargodha

SKILLS/INTERESTS

Good Report Writing Skills

- ✓ Letter Writing both Formal and Informal, Drafting Memos etc.

Microsoft Office

- ✓ Typing, Drafting and formatting of all types of official documents.

Core Competencies

- ✓ Excellent communication and interpersonal skills with internal and external relationship building.
- ✓ Ability to operate effectively with a high level of autonomy and consensus thinking skills.

REFERENCES

Dr. Usman Ghani

Deputy Registrar (In-Charge Admissions)
COMSATS University Islamabad, Wah Campus
Contact No. 0314-9399023

Sadia Nawaz

Student Financial Aid Officer
COMSATS University Islamabad, Wah Campus
Contact No. 0332-9605878