

Muhammad Idrees Khan

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Professional Summary

I am a law graduate. Over the past seventeen years, I have worked in different higher education institutes in different capacities and currently working as Assistant Registrar. My expertise lies in the comprehensive understanding of registrar office functions, spanning from student enrollments to degree awarding, admission campaigns and orientations to holding convocations, providing secretarial services to university and correspondence with internal and external stakeholders, and conducting visits of different regulatory bodies i.e., HEC, PEC, Bar Council, Pharmacy Council etc, organizing meetings of statutory bodies and preparing agenda, working papers, and minutes of meetings.

Education

Degree	University	Division/CGPA	Year
LLB	Punjab University	2 nd	2018
MS	Iqra University, Islamabad	3.17/4.00	2014
MBA	Foundation University, Islamabad	3.58/4.00	2010
M.A Pol Science	Punjab University	1 st	2008

Professional Experience

From July 2021 to date

➤ Assistant Registrar, MY University,

Islamabad Major Tasks and achievements

- Handling all matters related to the Registrar Office
- To manage the process of student's registration
- To manage arrangements for orientation sessions
- Preparing and implementing the academic calendars/ Statutory Bodies meetings' calendars
- Holding meetings of BoG, Academic Council, Executive Committee, and BASR etc.
- Making agenda of meetings, working papers, notifications, letters, and circulars etc
- Ensuring the integrity and accuracy of academic degrees and transcripts conferred by the University
- Provide different certificates to students as and when required
- To maintain and implement all Scheme of Studies of every degree program offered by the University.

- Correspondence with HEC, Engineering Council, Bar Council and such other regulatory bodies, other universities/DAIs, Government departments, Alumni, Parents, and Students etc
- To coordinate and liaison with other internal departments and communicate policies. Instructions etc.
- Checking of admission forms and students' files to ensure implementation of the University policies, guidelines and Sops
- Providing assistance to the Registrar in legal matters
- To participate in assigned committees
- To supervise, train and evaluate clerical staff responsible for processing and maintaining academic history files and records.
- To assist the Registrar in ensuring the implementation of academic rule, regulations and policies of the University
- To get completed the documentation for starting new programs (BS, MS, PhD)

From January 2017 June 2021

- **Islamabad Business School**
(the Institute was in the process of getting affiliation with QAU and its own Federal Charter)

Major Tasks and achievements

- Provided essential services to ensure successful visits of HEC and University for institute affiliation and NOC. Performed almost all the tasks mentioned above including academic/administrative matters admissions, orientations, registrations, liaison with the University, Students' Affairs, HEC related matters, Correspondence, course registration, add/drop, withdrawal, freeze unfreeze of semester, making of academic calendars, organizing meetings of different bodies, minutes of the meetings, and legal matters.

From July 2011 to December 2016

- **Assistant Registrar, Iqra University, Islamabad**

Major Tasks and achievements

- Coordinated meetings of different bodies
- Conducted admission entrance tests
- Remained member and conveyer of the University Discipline Committee
- Provided reports, as required, for senior management
- Managed daily activities of the office
- Managed office systems according to the prescribed standards
- Correspondence including letters, notifications, office orders, circulars, minutes, reports and memos

- Overseeing and supervising the work of junior office staff
- Correspondence with, HEC, government departments, and other universities

From June 2010 to July 2011

Admissions & Registration Officer, Hamdard University, Islamabad

- Managed admission office as well registration
- Completion of student files
- Orientation sessions
- Student counseling
- Handling admission seekers and their queries

From June 2007 to May 2010

- **Admin Officer** Karwan Community Development Organization Kalabagh, Mianwali

Tasks Performed:

- Maintained office record and office files
- Performed admin duties to facilitate the office staff by providing office supplies, and other admin duties.
- Organized and participated in different workshops and training sessions

Languages

Urdu	Maternal
Sirajki	Maternal
English	Fluent

Skills

Knowledge of Academic programs and requirements, eligibility criteria, degree completion requirements, credit hour requirements of different degree programs, admissions policies, student services and resources, HEC policies and regulations, records maintenance principles and practices, registration and enrollment, higher education rules, and regulations.

Writing Skills: proficient in both English and Urdu and good writing skills in both languages

Drafting skills: good command over professional, official, and legal drafting in both English and Urdu, preparing a variety of reports related to departmental activities

Communication Skills: able to effectively communicate in a professional, diplomatic, and tactful manner with good written, oral, presentation and interpersonal skills

Ability to work successfully in a multi-cultural environment.

Systems & Software: proficient level of knowledge of Microsoft Office especially MS Word and Excel.

Integrity: ability to effectively handle confidential information and trustworthy

Leadership skills: ability to supervise, manage, organize, lead, and hold people accountable and influence without exercising authority.

Personal Information

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