

ANAM SAEED

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PROFESSIONAL SUMMARY

Student Affairs professional with nearly 4 years of experience in higher education, specializing in student engagement, student societies, and **student skill development programs**. Strong organizational, coordination, and stakeholder management skills with a passion for student leadership and success.

PROFESSIONAL EXPERIENCE

Coordinator – Student Affairs

Institute of Business Administration (IBA), Karachi

Aug 2022 – Present

- Support policy and SOP development for student clubs and societies.
 - Coordinate recruitment and induction of society office bearers.
 - Manage budgets and guide students through event approvals.
 - Address administrative, financial, and security-related student concerns.
 - Maintain society calendars, records, and website documentation.
 - **Launched and coordinated the Student Skill Development Program at IBA**, focusing on leadership, and professional skills through structured student-led initiatives.
 - Manage all matters related to the Student Welfare Fund (SWF), including student financial assessments, verification of documents, case evaluations, and coordination with relevant committees for approvals and disbursements.
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Executive – Student Societies / IRC

Institute of Business Administration (IBA), Karachi

Nov 2021 – Aug 2022

- Supported students throughout the event approval and execution process.

- Addressed administrative, financial, and security concerns related to student activities.
- Maintained official documentation and records for student clubs and societies.
- Coordinated with external universities and communicated opportunities to students.
- Managed society calendars and updated website records.
- Organized events on behalf of the Student Societies Office.
- Tracked and managed budgets allocated to societies.
- Maintained records of international exchange students and coordinated course transfers with academic departments.

Accountant

Soan Valley Public School

Aug 2021 – Nov 2021

- Maintained accurate financial records and accounts.
- Recorded income, expenses, and managed accounts payable and receivable.
- Processed payroll for school staff in a timely manner.
- Managed petty cash and issued student fee challans.
- Maintained student fee records and school inventory.

TRAININGS, CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

- **International Staff Week – Koç University, Istanbul | May 2025**
Represented IBA Karachi in workshops, cultural activities, and the Study Abroad Fair alongside international colleagues.
 - **Student Support Services Training (HESSA – USAID Funded) | 2023 – 2025**
Actively participated in training focused on:
 - Student Leadership Initiatives
 - Restructuring Student Clubs and Societies
 - Student Skill Development Program (employability, leadership, and professional skills)
 - Student Diversity and Inclusion, with emphasis on students with special needs
 - **Internship – Habib Bank Limited (HBL)**
Completed a six-week internship gaining exposure to overall banking operations.
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EDUCATION

- **Master of Business Administration (MBA)**
International Islamic University, Islamabad
 - **Bachelor of Commerce (B. Com)**
University of Gujarat
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INTEREST AREAS

- Student Skill Development & Employability Programs
- Student Leadership & Capacity Building
- Higher Education Student Services
- Diversity, Inclusion & Student Support Systems