



Sheraz Rafique

Consultant / Director Research and Academic Writing

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Linked Profile QR Code

Profile

Dynamic Consultant and Director in Research and Academic Writing with over 20 years of experience driving impactful strategies in educational and operational environments. Proven expertise in enhancing profitability, achieving significant cost reductions, and ensuring compliance with regulatory standards. Skilled in developing tailored solutions and fostering strong client relationships, ensuring unique objectives are met with precision. A commitment to continuous improvement and innovative teaching methodologies enriches the learning experience and operational effectiveness.

Date / Place of Birth

12 March 1982

Lahore, Pakistan

Nationality

Pakistan

Driving License No.

620287

Employment History

Exam Invigilator / Venue Staff at British Council

- Report punctually to test venues to set up exam rooms and complete all mandatory British Council training and compliance sessions.
- Guide candidates, verify official identification, manage personal belongings, and facilitate approved special accommodations.
- Maintain active vigilance throughout examinations to prevent malpractice, secure all materials, and enforce strict test regulations.
- Accurately complete attendance registers, seating plans, start and finish time records, and all required administrative documentation.
- Strictly uphold organizational policies regarding child protection, data protection, health and safety, and emergency procedures.

Consultant / Director Research and Academic Writing at Xpert Samaritans (SMC-Private) Limited

- Consulted on business and financial operations, boosting profits by 25-30% as an Amazon Virtual Assistant.

- Developed strategic growth plan, achieving over 90% success in market opportunity identification.
- Ensured 100% regulatory compliance, prioritizing client safety and security.
- Optimized processes, reducing costs by up to 75% while enhancing operational efficiency.
- Fostering strong client relationships, delivering 100% tailored solutions to meet unique objectives.

Lecturer at SARHAD UNIVERSITY, ISLAMABAD CAMPUS

Jul 2023 - Sep 2024

- Delivered lectures on HRM, Financial Accounting, Management Accounting, MIS, Economics, and Research Methods.

- Instructed Business & Labour Law and various Management Sciences subjects.
- Developed engaging course materials to enhance 100% student understanding.
- Assessed 80% student performance through rigorous exams and assignments.
- Fostered an interactive learning environment to encourage participation up to 90%.

Skills

Strategic Planning

Regulatory Compliance

Cost Reduction

Client Relationship Management

Operational Efficiency

Academic Writing

Innovative Training Methods

Performance Assessments

Financial Analysis

Course Development

Subjects Specialist - Analytical Techniques

Mar. 2002 - Till Date

- Instructed 200+ students in business group subjects for O/A Levels.
 - Specialized in Bachelor's, Master's, and Entry Test
 - (SAT/GAT/GMAT/NTS) preparation.
 - Achieved A Grades consistently across taught subjects.
 - Developed tailored lesson plans to enhance student understanding.
 - Utilized innovative teaching methods to engage diverse learners.

Assistant Director at CPEC-ICDP, BOI, Prime Minister Office

Mar 2019 - Jun 2020

- Conducted core HR functions, achieving over 95% operational efficiency.
 - Issued notifications and office orders, ensuring 100% policy compliance.
 - Approved compensation and rewards, increasing staff satisfaction by 90%.
 - Managed tender documents and purchase orders, aligning with procurement policies.
 - Organized meetings with stakeholders, achieving 95% alignment

Manager Operations at Aquarians Galaxy Enterprises

Jan 2005 - Mar 2018

- Oversaw financial activities, enhancing expense tracking, and profitability by 25% using Quickbooks
 - Implemented strategies for 20% cost savings through optimized resource allocation.
 - Maintained compliance with accounting standards, ensuring 100% adherence during audits.
 - Analyzed performance metrics, improving operational reporting accuracy by 50%.
 - Managed client relationships, achieving a 90% client satisfaction rate.

Education

Masters of Philosophy in Public Policy and Governance from Riphah International University, Pakistan

Feb 2020 - Mar 2023

MBA from International Islamic University Islamabad (IIUI), Pakistan

Sep 2005 - Aug 2008

Bachelors of Commerce from Univerisiy of the Punjab, Lahore, Pakistan

Sep 2001 - Aug 2003

Certifications

Sustainable Lifestyles from United Nations System Staff College under UN Environment Programme

28 Mar 2025

Google Cyber Security through Coursera

12 Feb 2024

Introduction to Supply Chain Management

11 Sep 2023

Organizing and Implementing Inward and Outward Investment Promotion Missions

13 Sep 2023

Introduction to Peacebuilding Micro from United States Institute of Peace

21 Mar 2023

Preparing for Peacebuilding from United States Institute of Peace

Introduction to Peacebuilding from United States Institute of Peace

22 Mar 2023