

SYED ATYAB AHMED ZAIDI

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Dedicated and result-oriented professional seeking to serve in the position of Student Affairs Incharge at a university, utilizing strong leadership, communication, and organizational skills to support student development and institutional growth. Hardworking, self-motivated, and achievement-oriented with the ability to manage multiple responsibilities effectively under pressure. Skilled in student coordination, event management, teamwork, problem-solving, and administrative tasks. Adaptive, disciplined, and committed to fostering a positive academic environment while continuously enhancing professional skills through dedication, learning, and commitment to organizational goals.

EXPERIENCE

- 2016 – PRESENT – DEPUTY MANAGER – STUDENT SERVICES DEPARTMENT – RIPHAAH INTERNATIONAL UNIVERSITY
Possessing 10 years of professional administrative and management experience with strong organizational and problem-solving abilities. Successfully streamlined lengthy procedures into more efficient and manageable processes. Managed Events & Societies Desk operations for 7 years, including coordination of student activities and events. Experienced in procurement, PDDs, billing, and petty cash management for over 4 years, along with 5 years of front desk administration and public dealing experience.
- 2019 – PRESENT – VISITING FACULTY
Improved teaching methods by introducing interactive learning sessions and small social activities to enhance student engagement and participation. Successfully taught and completed 2–3 courses each semester in undergraduate programs while maintaining academic quality and timely course completion. Consistently followed departmental guidelines, academic procedures, and institutional standards with professionalism and commitment.

EDUCATION

- 2022 – PGD – Professional Ethics & Teaching Methodology – Riphah International University, Islamabad
2018 – M.Phil. – Strategic Studies – National Defense University, Islamabad
2015 – M.Sc. – Defense & Strategic Studies – Quaid-i-Azam University, Islamabad

SKILLS

Leadership – Communication – Event Management – Student Coordination – Administrative Management – Public Dealing – Problem Solving – Teamwork – Time Management – MS Office – Trainings

ACTIVITIES & INTERESTS

Focused on student affairs, welfare, and co-curricular development within higher education institutions, with a strong commitment to improving student experience, engagement, and campus life. Possess over 20 years of active involvement in academic and social societies, with practical experience in coordinating student activities, supporting event management, and facilitating student services and institutional programs. Skilled in organizing student-centered initiatives, managing societies, and contributing to policy implementation for student development and discipline support. Experienced in fostering communication between students and administration to ensure effective resolution of student concerns and smooth functioning of university operations. Strong academic interest in youth development, organizational behavior, International Relations, Strategic Studies, Islamic Studies, and Pakistan Studies, with a focus on applying this knowledge to enhance student support systems and campus development.