

Muhammad Sarfraz

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Brief Profile

My passion for learning and achieve, motivates me to move further. Hence, seeking an interesting & challenging career where I can apply my skills & knowledge for the improvement

Academic Credentials

BS (Hons.) Information Technology **University of Education Lahore**

Pre-Engineering **BISE, DG Khan**

Matriculation **BISE, DG Khan**

Experience

Qarshi University, Lahore



Examination Officer: September 2020 to date.

- Preparation & record maintenance of Degrees
- Preparation & record maintenance of Final Transcripts
- Assist & ensure both the semester wise & Annual result declaration
- Assist result notification process
- Implement grade review cases
- Supervise the task of examination office
- Conduct both Semester wise & Annual Examination
- Arrange Retake Examination
- Maintenance / updating of all the record / files pertaining to exam section
- Handling day to day queries of students

Administrator: January, 2018 to September, 2020

- All administration activities
 - ✓ Planning, organizing and joining admission campaigns along with other personnel of Institute
 - ✓ Admission affairs
 - ✓ Satisfying admission queries
 - ✓ Maintain records of queries
 - ✓ Timely update about classes
- Processing and maturing the students admission in terms of enrollment with financial and non-financial aspects
- Maintain Attendance record of faculty, management and admin staff
- Coordinating students and finance department regarding fee and dues issues as well as refund cases
- Helping fee collection by the due dates
- Maintaining manual record of attendance of students
- Helping teachers to maintain attendance, progress reports and lectures at LMS
- Resolving Curriculum issues
- Arrangements of classes
 - ✓ Coordinating students
 - ✓ Coordinating respective teachers
 - ✓ Making ensure the class room availability, multimedia and AC etc.
- Solve the students problem
 - ✓ Correction in Personal data
 - ✓ Adjustment of Makeup classes
 - ✓ Class test issues
 - ✓ Fee issues
 - ✓ Progress report issues
 - ✓ Lectures issues
- Arrangements of Meetings
 - ✓ Coordinating with participants of meeting
 - ✓ Arranging and organizing venue of meeting
 - ✓ Writing, circulating and keeping Minutes of Meeting
- Issuance of notification regarding classes, holidays, PTM and other events
- Resolving disciplinary cases
- Counsel students when needed
- Communicate with parents, regulatory bodies and the public
- Implement actions that improves the academy and the quality of education
- Handling day-to-day tasks involving campus operations with campus management and allied departments concerned
- Preparation of reports as per demand of Head Office
- Training of New Employees

Computer Skills

I have excellent command on

- ◆ Microsoft Office
 - ✓ Microsoft Word
 - ✓ Microsoft Excel
 - ✓ Microsoft Access
 - ✓ Microsoft Outlook Express
- ◆ Basic Hardware, Windows Installation
- ◆ Internet Surfing

Learning Management System: (LMS)

- ✓ Assign role to teachers
- ✓ Enrolled time table, rooms, days of schedule classes
- ✓ Issue Admit cards to students
- ✓ Update Course list & Curriculum
- ✓ Enrollment of Students
- ✓ Keep record of Exams
- ✓ Assist Faculty members to enter result
- ✓ Look after Student Academic ledger
- ✓ Admission Enquires
- ✓ Assign role to Students
- ✓ Create Courses
- ✓ Create User Accounts
- ✓ Upload Lecturer on daily basis
- ✓ Upload Assignment
- ✓ Update user accounts

Professional Development Training

- ◆ One Day Workshop on Customers Services Excellent
- ◆ One Day Workshop on I am a good Muslim Manger.
- ◆ One Day Workshop on Effective team Building
- ◆ One Day Workshop on MS- Word
- ◆ One Day Workshop on Presentation Skill.
- ◆ One Day Workshop on Strategic Time Management.
- ◆ One Day Workshop on Effective Team Building

Linguistic Skills

I have sound communication in English, Urdu, Punjabi and Saraiki

Interests / Hobbies

I have very good verbal communication skills, efficient at drafting and documentation.

- ✓ Cricket
- ✓ Movies
- ✓ Reading
- ✓ Outing

Reference

- Will be furnished on demand.