AHMAD RAZA

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Mobile:	00923005319354	
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Total Experience:	6 ½ Years (Administration & HRM)
Last Degree:	MBA-HRM

CAREER OBJECTIVE

"Seeking postgraduate level studentship where my professional experience and education will allow me to make contributions as an integral part and where excellent analytical and technical skills can be utilized."

OFFICE SKILLS AND EXPERIENCES

- MS Office
- Professional Administrator
- Procedures Development

- Office Management
- General Administration
- Recruitment Process
- Performance Review

- Human Resource Management
- Human Resource Development
- Training Need Analysis

RESEARCH PUBLICATION

Faisal Shafique Butt, Tariq Rafique, Samina Nawab, Najeeb A. Khan and Ahmed Raza. Organizational Transformation in Public Sector Organizations of Pakistan in the Quest of Change Management. Research Journal of Applied Sciences, Engineering and Technology, 6(16) (Journal indexed by ISI, ISSN 3086-3093)

SUCCESS STORIES

- Implemented new SOP's for Administration / Reporting System / Student Registration & Application
- Successfully implemented new procedures and techniques for database management for COMSATS
- Successfully worked under SAP System of HEC (from designing, data collection to upload in SAP) for new database of scholars for JNBS (project)
- Successfully implemented the new filing record system for HEC and COMSATS

EVENTS ORGANIZED

- Member of organizing committees of national level mega IT event "**Visio Spark** 2012, 2013, 2014 & 2015" at COMSATS.
- Member of organizing committees of international conference "**Frontier of Information Technology (FIT)** 2012, 2013, 2014 & 2015" at COMSATS.

PROFESSIONAL DEVELOPMENT / QUALIFICATIONS

Master of Business Administration	**Human Resource Management**	**2007**
Graduation from Punjab University	**Journalism**	**2004**
Intermediate from Lahore Board	**Math, Economics**	**2002**
Matriculation from Lahore Board	**General Sciences**	**1998**

CAREER CERTIFICATIONS / TRAININGS

- **SPSS** Training and implementation to check the impact of the project   **2010**
- **SAP** Training and implementation   **2010**
- **Team Building & Workout** (one day workshop for team building and participating management)   **2010**
- Streamline Course in **English Language** from FIML (Islamabad)   **2006**
- **Diploma in Computer Hardware** from National Institute of Electronics   **Dec 2003 – Dec 04**
- Advance **Diploma in Information Technology** from Super Tech Inst. of Computer Sciences   **Sep-2003**

PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS

COORDINATION OFFICER (Department of Computer Science)
[Administration & HRM]   **Feb-11 till Date**
COMSATS Institute of Information Technology – WAH CANTT – PAKISTAN

- Organize office operations and procedures, design and implement office policies
- Supervise coaching and disciplining of office staff with consultation of Head of Department
- Prepare and ensure the implementation of office standards and procedures
- Monitor and record long distance phone calls (internal & external)
- Handling of corresponding (internal & external)
- Responsible for arranging traveling / boarding & lodging / budgets for CS personnel and guests.
- Responsible for submission of bills / expenses details till reimburse.
- Arrangements of conferences / trainings / Seminars / Workshops / events etc.
- Responsible to arrange meetings (ii) prepare the minutes of the meetings
- Responsible to prepare documents / presentations for meetings / conferences etc.
- Design systems for filing & record keeping
- Ensure filing systems are maintained and up to date (ii) define procedures for record retention
- Ensure protection / security and effective transfer of files and records
- Transfer and dispose records according to retention schedules and policies
- Plan and implement office systems, layout, renovations and equipment procurement
- Check stock to determine inventory levels Anticipate needed supplies
- Overall general administration of Computer Science Department
- Liaise with other departments, organizations and groups
- Update departmental memberships
- Responsible for maintaining personal files of the employees working under Department of Computer Science
- Responsible for employee's Future Trainings Need Analysis
- Member of interview team of Department of Computer Science
- Maintain office equipment
- Assign and monitor clerical and secretarial functions
- Provide and get approval for On-Job and other Training opportunities
- Prepare semester time table for lectures / labs
- Prepare sessional date sheets
- Remove Clashes of students from time tables and date sheets
- Perform other related duties assigned by the supervisor as and when required.

2.

OFFICE ASSISTANT (Project JNBS) **[Clerical & Administration]**   **May-09 to Feb-11**
HEC (Higher Education Commission of Pakistan) ISLAMABAD – PAKISTAN

- Assist Program Coordinator in preparation of reports required for submission to high authorities for decision making.
- Maintenance of data in SAP System of HEC under the project.
- Preparation of various Reports in SAP / MS-Office.

- Ensure the collection of data as and when required.
- Handling / maintenance of database of scholars under the project.
- Preparation and Implementation of Surveys and Alumnae Forms conducted time to time.
- Assist Program Coordinator to produce a variety of written documents e.g. data summaries, progress review reports, etc.
- Preparation of monthly activities & financial progress reports.
- Preparation of Notes (drafting) regarding current / important issues of the project.
- Work with entire project staff to ensure the collection of relevant and appropriate data collection required for reports.
- Correspondence with concerned departments, universities and scholars.
- Proper checking of Legal and other documents.
- Conduct / assist Interviews for the award of scholarships in universities all over Pakistan.
- Assist high Authorities regarding data queries, reports on current scholarships.
- Assist Manager to answer the queries related to project.
- To undertake any other duties as may be requested from time to time.

3.

INTERNSHIP (Required for MBA Degree**)**   **Dec-06 to Feb-07**
MARRIOTT HOTEL – ISLAMABAD – PAKISTAN
- Internship in HRD (Human Resource Development) Department
- HR related duties specially for training of employees

LANGUAGES

- English
- Urdu
- Punjabi
- Ability to learn any language

PERSONAL INTERESTS

- Reading
- Surfing Internet
- Traveling

- Music
- Making Friends
- Swimming

PERSONAL CONTACT / INFORMATION

- **Father's Name**   : Muhammad Anwer
- **Contact Address**   : CB-758/A, Abdullah Street, Near Qubba Market, Lane No. 5, Peshawar Road, Rawalpindi – Pakistan
- **Contact Number**   : +923005319354, +923217776091
- **E-mails**   : ARRAJA_82@yahoo.com , ARRAJA_82@hotmail.com
- **Skype ID**   : ARRAJA_82
- **Date of Birth**   : 14th September 1982
- **Marital Status**   : Married
- **Religion**   : Islam
- **Physically and Mentally** : Fit