

# AKBER ALI MADHWANI

Telephone 📞 Mobile 0308-2719135  
Office 021-3486-4793  
E-mail ✉️ Personal [akbermadhwani07@gmail.com](mailto:akbermadhwani07@gmail.com)  
Twitter @akber\_madhwani

## OBJECTIVE

To continue my career with an organization that will utilize my management, research, supervision and administrative skills to benefit mutual growth and success.

## ACADEMIC CREDENTIALS

Particulars	Institution	Year	Success
MSMS (Management Sciences)	SZABIST	2020	Ongoing (3 Courses completed)
Master in Business Administration	Khadim Ali Shah Bhukari – Institute of Technology (KASBIT)	2015-2018	90 Credit Hours Course work (3.64 CGPA)
Bachelors in Commerce	Karachi University	2012-2014	2 <sup>nd</sup> Division
Intermediate (Commerce)	Govt. Islamia Arts & Commerce College Karachi	2009-2011	B Grade

## WORK EXPERIENCE

<b>Senior Coordinator, Research</b> – Pediatrics & Child Health Aga Khan University Hospital	Sept. 2020– to Present
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The Department of Paediatrics and Child Health holds a vast research area, focuses for betterment of women and child health. Working with the Principal Investigator (PI) and Co-Investigator (Co-Pi) for the ongoing 14+ international projects with the team of 50+ members.

- Serving as a liaison between Principal Investigator (PI), Project Managers, Project staff, Paed Research office and other stakeholders to resolve pressing concerns in time for meeting project deadlines.
- Overall coordination of assigned research projects which includes project meetings, facilitating trainings, workshops, virtual tour of field sites for funding agency.
- Coordinate with multiple project leads for updates on ongoing matters and facilitate in the submissions of proposals and other reports as per the deadlines.
- Facilitate all project staff for various day to day operations, interviews, presentations.

<b>UGME Associate</b> – Pediatrics & Child Health Aga Khan University Hospital	Oct 2017 – Oct 2020
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- Provide academic & administrative support to Undergraduate Educational Program of the department which includes Year 3 MNCH program and Year 4 Hospital Paeds program (Prof. rotation).
- Facilitate in related research projects, using research tools to analysis various data. Maintain data regarding student evaluations, performance and prepare summary reports.
- Formulate plans to ensure benchmark targets in implementation of **One45 training software**, consolidate and analyze monthly evaluation.
- Arrange and manage various examinations and coordinate with external and internal examiners for examinations.

- Facilitate for making communications, scheduling various undergraduate sessions including problem solving integrated learning sessions, lectures, tutorials, presentations and clinic visits arrange various examinations and prepare educational roster for students.
- Programme budget and operational check of educational programs, strategies and approaches to be used in adopting new teaching and learning methodologies.
- Collaborate with the program director & department education coordinator to plan and revamp annual education program and rotation structure based on student's feedback.
- Monitor and advise students regarding academic progress in courses, short/long-term goals, study skills and time management.
- Highlight student's comments & faculty appreciations at various forums for a positive learning environment.

<b>Associate – Pathology &amp; Laboratory Medicine Aga Khan University Hospital</b>	<b>May 2016 – Sept. 2017</b>
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- Provide administrative support to department chair
- Provide administrative support to postgraduate educational activities of department; coordinate with program directors & coordinators for day to day operations
- Supervise undergrad & postgrad activities; ensure smooth implementation & function of One45 educational software.
- Coordinate training need identification process and organize training sessions in collaboration with department manager
- Assist in recruitment, appointment and promotion processes of faculty and staff
- Prepare timely purchase requisitions and material stock request (MSR) through peoplesoft and maintain track record of budget
- Update department's page on AKU website including faculty profiles.

**Senior Assistant, Education – Pathology & Laboratory Medicine Aga Khan University Hospital**

March 2015 – April 2016

**Assistant, Operations – Clinical Laboratory, Aga Khan University Hospital.**

Aug 2012 – March 2015

**VOLUNTARY EXPERIENCE**

Department of Pediatrics, Aga Khan University Hospital (Oct 2011- July 2012)

**KEY HIGHLIGHTS**

- Led the international project for acquiring the First Portable MRI machine at AKU; a collaborative effort between AKU, Vital Pakistan trust, Gates Foundation, Kings College London. ([link](#))
- During this time of COVID-19; as Undergraduate Program Associate; planned, developed & delivered e-learning to Year 3 & Year 4 students; through applying various e-learning tools to enhance both students learning & teachers teaching experience. (Microsoft Teams, AKU VLE Moodle, Mentimeter, Kahoot, H5p, VisualDx). *Abstract have been submitted for publication (mentioned below).*
- Working knowledge of AKU One45 Educational Software, AKU ERC Application, CITI Programs, AKU VLE Moodle, Microsoft Teams.
- Proficient in Microsoft Office (Spicily Advance Excel), End User of SPSS, Endnote, MS Visio.
- Working with data for various analysis & program evaluation & revamping

- Expertise on preparing “Ongoing professional practice evaluation” (*OPPE*) reports with graphical presentations and Annual Appraisal data sheets of departmental faculties.
- Flexible and able to adapt to the changing demands of a job
- Ability to contribute skills, knowledge, share extensive experiences and administer technology skills.

#### **PROFESSIONAL TRAININGS, WORKSHOPS - ATTENDED / ORGANIZED, MEMBERSHIP**

- Member & Newsletter Editor, Department of Paediatrics and Child Health Newsletter – July 2020. (*Paediatrics Pages; circulated AKU-wide*)
- “Workplace Grammar and Vocabulary” online 10 weeks course by AKU ELE\_net – June 2020.
- Member Organizing Committee, Reframe Rare in Pakistan an *International Conference* at AKU – March 2020.
- Conducted presentation on faculty evaluations compilation for all UGME Admin Staff in AKU – 2019.
- Conducted session on “Email Writing Etiquettes & Tips”, “Excel Training”, “Use of Technology for Efficient Working” in Department Learning & Development Forum – 2019.
- “Email Writing Skills” workshop by Octara – 2019.
- Organize & manage pediatrics residents communication skills workshop; 2018 – 2019.
- Member Organizing committee, Pediatrics NICU Graduates Day – 2019.
- Member Organizing committee, Pediatrics Research Day 2018 – 2019.
- “Writing Meeting Minutes” course by Network of English Language Enhancement, AKU – 2017.
- “Attempt “Aptis test by British Council” – 2017.
- “Event Management Skills” Training by Pakistan Institute of Management Sciences – 2017.
- “Advance Excel” Training by Aga Khan University HR Dept.
- “Advance Excel Session 2” Training by Aga Khan University HR Dept.
- “SAP Dashboard Reporting” Workshop at Aga Khan University
- AKU Website Training: SharePoint Basic at Aga Khan University
- Workshop on “Mastering in MS Excel Function and Formulas”, by Spark Training
- Short courses in MS Office, Windows XP from Karimabad Ismaili Students' Welfare Association (KISWA) 2007.
- English Language Course from Pakistan American Cultural Center (PACC) 2008.

#### **AWARDS & ACHIEVEMENTS**

- Introduced Faculty UGME Performance analysis for the department of Pediatrics; 2018 – 2019.
- Appreciation & acknowledging video by Graduating Class of 2019 (Published via AKU globally)
- Recognition by Dean, Chair Curriculum Committee and Student body for noteworthy efforts & strategies employed in Year 4 Pediatrics rotation – 2019.
- Have been rated “outstanding” by the students of every passing rotation with encouraging annotations.
- Awarded for “Emblematic services to undergraduate program” Department of Pediatrics – 2018.
- Awarded Best Admin in the department in Recognition of Dedicated Service & Commitment (*September 2018*)
- Awarded “Person of the Week” by Children’s Hospital, AKU – 2018
- Appreciation by clinical laboratories leadership for participation in CAP Accreditation – 2017.
- Appreciation by Chair, for participation in Undergrad PMDC Inspection – Aug 2015.
- Appreciation by Chair & Co-Chair Curriculum Committee for conducting MBBS 1B Viva exam with brand new logistics & venue; 2015 – 2016.

#### **ON-GOING RESEARCH PROJECTS (Authorship)**

- Medical Education during COVID-19 pandemic: a mixed methods study identifying the effectiveness of using e-learning in Pediatric Clinical clerkship of a University Hospital, Pakistan. (*Dr. Sana Saeed*).

- Using a PDSA cycle of improvement to improve student learning experience in the Year 4 Pediatrics Clerkship at Aga Khan University. (*Dr. Fyezah Jehan, Nadeem Aslam, Sana Saeed*). (**Oral Presentation** at Pediatrics Research Day 2019) & (**Poster Presentation** DED Research Day 2019).
- Validity and Reliability Testing of Urdu Translated Quality of Life Inventory 3.0 Cerebral Palsy Module (PedsQL CP 3.0) (*Dr. Sidra Kaleem*)
- Perceptions of recently delivered parents regarding Newborn Blood Screening (NBS) in a tertiary care hospital in LMIC (*Dr. Fyezah Jehan*)
- Simulation based teaching-student's perception and performance in EOT OSCE (*Dr. Sana Saeed*)
- Am I teaching well?"- Auditing the pediatric residents teaching skills at a University Hospital Karachi (*Dr. Sana Saeed*)

## **PERSONAL DETAILS**

Father Name: Aziz Ali

Date of Birth: 7<sup>th</sup> February 1994

CNIC: 42101-7152748-1

## **REFERENCE**

- **Dr. M. Asim Beg**  
Professor and Consultant Parasitologist  
*Department of Pathology & Laboratory Medicine*  
*The Aga Khan University*
- **Dr. Fyezah Jehan**  
Associate Professor & Section Head  
Pediatric Infectious Diseases  
Director Pediatric Undergraduate Program  
*Department of Pediatrics and Child Health*  
*The Aga Khan University*
- **Dr. Romana Idrees**  
Associate Professor, Histopathology  
UGME Educational Coordinator  
*Department of Pathology & Laboratory Medicine*  
*The Aga Khan University*
- **Dr. Kausar Jabeen**  
Associate Professor, Microbiology  
Director, Residency Program  
Chair, Undergrad Year II Committee  
*Department of Pathology & Laboratory Medicine*  
*The Aga Khan University*
- **Dr. Sana Saeed**  
Assistant Professor, Pediatrics  
Educational Coordinator  
*Department of Pediatrics and Child Health*  
*The Aga Khan University*