ALISHAH GULAMANI

**Assistant Controller Records**

Address: Karachi, Pakistan

Contact Numbers: (+ 92) 345 2441137; (+ 92) 213 4948407

Email: [alishahgulamani@hotmail.com](mailto:alishahgulamani@hotmail.com)

Nationality: Pakistani

Languages: English, Urdu

**PROFESSIONAL SUMMARY**

A highly motivated and ambitious individual able to give timely and accurate advice, guidance, support and training to team members and individuals. Possess excellent technical, administrative and communication skills with a proven ability to work with all levels of customers, stakeholders and staff.

Having a proven ability to lead by example, consistently hit targets, improves best practices and organizes time efficiently.

Now looking for a new and challenging managerial or consultancy position, one which will make best use of my existing skills and experience and also further my personal and professional development.

**KEY SKILLS**

* Providing focus and direction to subordinates.
* Decision making and problem solving.
* People management.
* Motivating employees to do better.
* Accuracy and attention to detail.
* Ability to work as part of a team.
* Effective administrative procedures.
* Ensuring high levels of customer satisfaction.
* Superb oral and written communication skills.
* Flexible, open to ideas and willing to learn.
* Leadership skills.
* Communication, coordination and analysis skills.

**WORK EXPERIENCE**

**Assistant Controller Records**

**Shaheed Zulfikar Ali Bhutto Institute of Science and Technology (*SZABIST*)**

(August 2013 - Present)

* Managing student enrollment process.
* Managing the course registration process.
* Managing conversion of hard copies to electronic form by scanning and maintaining records.
* Scheduling classrooms for each course.
* Preparing examination timetables and removing clashes.
* Compiling data of graduating students.
* Liaising with software development team in developing and implementing modules in campus solution (ERP).
* Managing the printing of transcripts and degrees.
* Checking, verifying and uploading the final examination results.
* Preparing statistical reports for senior management as and where required.
* Liaising with companies and banks regarding verification of student’s transcripts, degrees and other documents issued by the university.
* Preparing letter grades, degree completion letters, migration letters and other documents required by the students.
* Handling student’s queries related to records department such as campus transfer, course registration, withdrawal, letter grades and other related issues. .
* Supporting in the admission campaigns and facilitating students and parents.
* Coordinating with faculty and staff for various academic issues.

**Senior Officer Assessment Operations & Information Technology**

**The Aga Khan University**

(April 2005 – August 2013)

​

* Managing enrolment and registration data.
* Overseeing school affiliation process and conduct school inspections and prepare reports.
* Preparing annual examination operational plan.
* Managing logistics of examination materials throughout the country.
* Managing printing of examination paper.
* Ensuring archiving of data.
* Providing assistance in statistical analysis.
* Staffing temporary staff for different project.
* Managing the overall IT operations.
* Supervising the scanning of students papers for e-marketing.
* Preparing data for e-marking and reports for various departments.
* Coordinating with vendors within and outside the country for various purchases.
* Preparing project plans for service related activities in liaising with senior management.
* Developing and reviewing manual and other documents related to examinations.

**QUALIFICATION**

* **Master of Business Administration (MBA) – 2012**

Hamdard University – Karachi

*Specialization:* *Management Information Systems*

* **Bachelor of Commerce (B.Com) – 2002**

University of Karachi – Karachi

* **Diploma in Information Technology – 2001**

Noor College of Professional Education – Karachi

**COMPUTER SKILLS**

* MS Office (Word, Power Point, Excel, Outlook, Access)
* MS Project Management
* Visio
* My SQL
* Photoshop
* SPSS
* Conquest
* Visual Basic
* Networking
* Installation of peripheral devices

**WORKSHOPS**

Attended Higher Education Commissioner (HEC) workshop on “*Way forward to address the challenges and issues faced by HEC while attesting / equating the educational credentials of Pakistani Institutions in 21st Century”*

**REFERENCE**

Available on request