

Iqra Sharif


Executive Secretary to Rector



Contact Info

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 33104-7550814-0.

Objective

Highly motivated administrator with 8+ years of experience in the educational industry, seeking a challenging role in an educational institute where I can utilize my skills and experience to support the success of students, staff, and faculty.

Education

- **RIPPAH INTERNATIONAL UNIVERSITY, FSD** MS Computer Science 2020-Cont...
- **GOVT COLLEGE UNIVERSITY, FSD** MA. Education, 2017-2019.
- **GOVT COLLEGE UNIVERSITY, FSD** BS Computer Science, 2012-2016.

Professional Experience

NAMAL UNIVERSITY, MIANWALI

Executive secretary to Rector, October 2022 – Present

- Handle all incoming and outgoing correspondence, emails, and phone calls on behalf of the Rector.
- Manage the Rector's calendar, schedule appointments, and coordinate meetings, conferences, and events.
- Attend meetings with the Rector, take minutes, and prepare meeting agendas and presentations.
- Organize and maintain official records, documents, and files.
- Serve as a professional and effective point of contact between the Rector's office and various internal and external stakeholders, including Heads of Departments, faculty, staff, and community members.
- Conduct research and analysis on various topics as assigned by the Rector.
- Assist in organizing official events, ceremonies, and functions.
- Assist in monitoring and managing the budget for the Rector's office.
- Provide general administrative support to the Rector's office.

THE UNIVERSITY OF FAISALABAD.

Coordination officer Registrar office, June 2020 – August 2022.

- Provide essential support to the daily workflow by ensuring efficient office operations.
- Draft correspondence, including letters and emails, to communicate with various stakeholders.
- Prepare meetings and missions by coordinating schedules, arranging logistics, and compiling necessary documents.
- Enrolment of students on the ERP Database and create their Learning Management System (LMS) and Google Accounts.
- Verify student documents from boards and universities to ensure accuracy and compliance.
- Prepare plans and documents for visits by regulatory bodies such as HEC, PEC, NTC, and NCEAC.
- Create identification cards for newly enrolled students.
- Calculate and prepare salaries of visiting faculty based on attendance records.

- Collect enrolment forms for undergraduate and postgraduate programs.
- Maintain office schedules and ensure an adequate supply of office materials.
- Organize office equipment and coordinate maintenance tasks with MTOs.
- Prepare meeting logistics, including arranging venues and recording meeting minutes.
- Generate attendance reports at the end of each semester in accordance with HEC policies.
- Process clearance for students who have completed their studies or left the institution.
- Prepare data and files for new admissions as per the instructions of the Additional Registrar.

AL-JINNAH CAMBRIDGE SCHOOL

Principle, April 2017 – March 2020

- Provide visionary leadership and align academic direction with educational standards and goals.
- Develop and implement strategies to enhance teaching, curriculum, and assessment practices.
- Oversee day-to-day operations, manage budgets, and ensure compliance with policies and regulations.
- Recruit, evaluate, and support teaching and administrative staff.
- Promote a safe and inclusive school environment and address student behavior and welfare concerns.
- Establish partnerships with parents, and the community, and collaborate for resource enhancement.
- Lead curriculum development, monitor progress, and use data for decision-making.
- Foster a positive school culture, enforce policies, and encourage student engagement.
- Communicate effectively with stakeholders through various channels.
- Engage in professional development and promote continuous learning.
- Lead school improvement initiatives and collaborate for enhancement.

ALLIED SCHOOL CANAL CAMPUS, FSD

Math & Computer Teacher, August 2016 – March 2017

- Develop and implement comprehensive and age-appropriate math and computer science curriculum.
- Create lesson plans, instructional materials, and assessments catering to diverse learning needs.
- Deliver effective and engaging lessons using various teaching strategies.
- Evaluate student performance through tests, quizzes, projects, and assignments Provide timely feedback and maintain accurate records of grades and attendance.
- Establish a positive and inclusive classroom environment.
- Adapt instruction to address individual learning needs and collaborate with special education staff Integrate technology tools and applications into lessons.
- Collaborate with colleagues and engage in professional development activities.
- Maintain regular communication with parents regarding student progress and activities.
- Encourage student participation in extracurricular activities and provide mentorship.
- Ensure safety and proper management of classroom equipment.

THE EDUCATORS SCHOOL ARSLAN CAMPUS, FSD

Math Teacher & Computer Operator, January 2014 – March 2016

- Operate and maintain computer systems in the school.
- Assist teachers and students in using computer hardware and software.
- Troubleshoot and resolve technical issues.
- Manage computer equipment inventory and organization.
- Develop and deliver engaging math lessons aligned with curriculum guidelines and standards.
- Present mathematical concepts using appropriate strategies, materials, and technology.
- Facilitate class discussions and encourage critical thinking.
- Assess student understanding through quizzes, tests, projects, and assignments.
- Maintain accurate records and communicate student progress to parents.

Interpersonal

- Microsoft Office
- ERP
- SAAP

Reference

Reference will be furnished on request.
