

Azhar Hussain

Contact: 0301-3431495, 0333-7591095

Postal Add: H # 269 Sector II Arif Builder Sukkur Township

Email: vistroazhar@gmail.com



CAREER OBJECTIVE

To get a sound position providing me with a balance to achieve the organization's goals and to contribute to the betterment of and create a positive impact on organizational success and personal grooming.

KEY COMPETENCY SKILLS

- Possess Analytical, Interpersonal and persuasive skills to bring overall positives to the organization.
- Highly skilled in motivational tools for prospects and candidates toward organizational growth.
- Excellent social and personal set of abilities to face and adjust in a highly competitive environment.
- Proficient in MS Office applications and CMS Software.

EDUCATION:

Master of Business Administration

MBA (Finance) - 2.78 CGPA in 2014

Sukkur Institute of Business Administration (IBA)

Bachelor of Business Administration

BBA-Hons (Evening) (Finance) - 3.5 CGPA in 2011

Shah Abdul Latif University Khairpur.

EMPLOYMENT EXPERIENCE:

Working as a Deputy Controller Examinations (Acting Charge) at The Begum Nusrat Bhutto Women University Sukkur Since 23-May-2022 to date.

Working as an Assistant Controller Examinations (BPS-17) at The Begum Nusrat Bhutto Women University Sukkur since 12 September 2020 to till date.

Worked as an Assistant Controller Examinations (BPS-17) at Sukkur IBA University-Kandhkot Campus from 13 February 2018 to 11 September 2020.

- Worked on the Oracle People Soft **Campus Management Solution** Software (CMS).
- Student term activation, Credit hour setting, grading schemes, category weight, and class assignment setting, Create and update Grade roaster and Generate Student Transcripts.
- Coordination with the different departments regarding student academic performance status.
- Maintain the records of final copies including dispatching and receiving from moderators and handle the recounting process of Students.
- Answer the student's queries by university policy.
- Prepare the Moderator list for the final exam and their remuneration.
- Assist the Controller of Examination in Student degree preparation and finalize the moderator lists and their remuneration.

Worked as a Controller of Examinations Dadabhoy Institute of Higher Education Sukkur Campus from January 2015 to January 2018

- Maintains the record of all examination papers and marked answer sheets semester-wise.
- Keeps track of paper submission deadlines and reminds the faculty members in this regard.
- Decides for holding the examinations, including preparation of sheets, seating arrangements, etc.
- Ensures that question papers, results, and answer sheets are submitted by the Faculty to the Examination department within the deadlines.
- Handles all retake exam-related activities and maintains the data for the same.

Visiting Faculty, Dadabhoy Institute of Higher Education Sukkur Campus.

- Teaching Business subjects in MBA and BBA Programs.

AWARDS/CERTIFICATION

- Awarded HEC Need Based Scholarship for MBA in Sukkur IBA.
- Awarded “Best Case Study Award in International Conf: on Fast food competition at Sukkur IBA.

Personal Information:

Father Name: Qadir Bux Vistro
CNIC: 45204-1539419-7
Marital Status: Married
Domicile: Sindh

REFERENCES

1. Mr. Jahanzaib Iqbal 0333-7183011
2. Mr. Faisal Qamar 0332-5446989 (Assistant Professor IBA Sukkur)