

ABDUL RAHEEM

E-MAIL: abdurahembhutto1@gmail.com / Cell: +92337-9233315/0346-5357522

House No: 72-A, SZABIST Road, Sachal Colony, Larkana

OBJECTIVE

To secure a responsible career opportunity to fully utilize my education, experience and skills, while making a significant contribution to the success of the Organization

PERSONAL DETAILS

Father Name: Abdullah Bhutto
Date of Birth: 1st July 1989
Domicile: Sindh (Rural) Larkana

ACADEMIC QUALIFICATION

2023

MS-Management Sciences Major Subjects in HRM CGPA: 3.40
SZABIST Larkana Campus (Weekend Program)

2010

BBA Major subjects in HRM (16 Years) CGPA: 3.11
National University of Modern Languages Islamabad.

2006

Intermediate Major Subjects in Pre-Medical Marks Obtained: 68%
Public School Larkana (BISE Larkana)

2006

Information Technology Course (BISE Larkana) (01 Year)

WORK EXPERIENCE

- **Hostel Coordinator** at National University of Modern Languages Islamabad hostel for **03 Years**
 - Assisted hostel warden in Hostel Administration (2007-2009)
- **Assistant Manager Trainings** at Life Development Foundation Islamabad (Nov 2010 to Oct 2011) **01 Year**
 - All the necessary arrangements for smooth orchestration of Trainings
 - Working as a liaison between the trainer and the trainees
 - Preparing training effectiveness Reports
- **Admin HR** at Ghazi Social Welfare Association Larkana for **02 Years** (Jan 2012 to Feb 2014)
 - To supervise overall repair and maintenance of the assets of the organization
 - To ensure availability and optimum usage of utilities at the organization
 - To regulate overall support staff as per work and need at the organization

- To manage employees' attendance, leaves, and timely process for the approval
 - Support and coordinate with organization while recruitment and selection activities
 - To develop lists of candidates, attendance of interview panel and issue Test/ Interview call letters
 - To manage employee personnel files and other files/ record of official correspondence regarding general administration
- **Program Officer BPS-17 at Sukkur IBA University Kandhkot Campus (For 2.3 Years)**
 - Collection of Course outlines and lecture-wise manual notes from the faculty members
 - Preparing timetables for regular classes and other courses
 - Monitoring of classes punctuality
 - Maintain clear and effective means of communication with administration and students regarding information
 - Maintaining accurate student records
 - Set up and maintain a file record of students' instances and identify complex problems of student progression.
- Currently working as **Assistant Registrar BPS-17** at Begum Nusrat Bhutto Women University Sukkur since **March 2021 to date.**
 - Establishment Branch
 - University Maintenance & Estate affairs
 - Security Surveillance of the University
 - Correspondence with
 - Universities and Boards Department Government of Sindh
 - Sindh Higher Education Commission Government of Sindh
 - Higher Education Commission of Pakistan (Islamabad).

ADDITIONAL DUTIES AT SUKKUR IBA UNIVERSITY KANDHKOT CAMPUS

- **PS to Director**
 - Maintain daily dairy about upcoming events, meetings, etc.
 - To Maintain office record
 - Assist in arrangements of meetings, workshops, seminars, and guest speaker sessions
- **Representative Quality Enhancement Cell**
 - Conducting course/teacher evaluation and other QEC activities on time
- **Assistant Controller Examination (From Sept 2020 to March 2021)**
 - Planning, scheduling, and organization of examinations.
 - Strictly complying with the institutional policies and procedures on the conduct of examinations.
 - Maintaining a physical record of results and examination answer books with respective class information

RESEARCH PUBLICATIONS

- Effective Human Resource Diversity Management Practices on Employee Performance in an Organization
 - LINGUISTICA ANTVERPIENSIA, 2021 Issue-3
 - www.hivt.be
 - ISSN: 0304-2294 ((HEC Recognized “W” Category Scopus-Q1))

CORE COMPETENCIES

- Expert in using **ASC Timetables** Software, it is a very essential tool in generating, quick and error-free timetables for Universities and Institutions while using minimum resources
- Profound knowledge of academic program structure
- Responding to student/faculty/staff needs by having a thorough knowledge and understanding of University policies and procedures
- Proficient in written skills
- Command on **MS-Office**
- Office Management
- Stress resistance and flexibility
- Database management
- Ability to coordinate and communicate with various audiences

ONLINE COURSES FROM COURSERA

- Write Professional Email in English authorized by Georgia Institute of Technology
- Managing as a Coach authorized by University of California
- Preparing to Manage Human Resources authorized by University of Minnesota
- Introduction to Psychology authorized by Yale University