

SYED RASOOL SHAH

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C A R E E R O B J E C T I V E

Result-driven, mission-oriented, passionate professional, with over 15 years of rigorous and demonstrated experience in handling complex management assignments and advocacy campaigns with a proven track record. Work well both leading and within a team, with dedication to a collaborative approach, yet able to make tough calls independently whenever needed. Talent for hiring, training, and mentoring highly engaged team members, seeking always to offer opportunities for others to rise in their talents and skills. while maintaining an organized, yet creative, approach. Diplomatic and tactful in interpersonal communication and decision-making. Flexible and versatile - able to maintain a sense of humor under pressure - poised and professional, with an ability to transcend personal differences to reach a common goal.

W O R K E X P E R I E N C E

- **01 YEAR** EXPERIENCE AS PS TO VICE CHANCELLOR @ BEGUM NUSRAT BHUTTO WOMEN UNIVERSITY SUKKUR.
- DEPUTY DIRECTOR QEC (ADDITIONAL CHARGE) SINCE DECEMBER 2023. @ BEGUM NUSRAT BHUTTO WOMEN UNIVERSITY SUKKUR
- **04 YEARS** EXPERIENCE AS ASSISTANT REGISTRAR @ BEGUM NUSRAT BHUTTO WOMEN UNIVERSITY SUKKUR.

RESPONSIBILITIES:

OVERSEE GENERAL ADMINISTRATION & MONITORING OF THE MAINTAINANCE OF CAMPUS & HOSTEL

PROVIDING LOGISTIC SUPPORT TO ARRANGEMENT OF ALL EVENTS.

- **02 YEARS** EXPERIENCE AS TRANSPORT OFFICER (ADDITIONAL CHARGE) @ BEGUM NUSRAT BHUTTO WOMEN UNIVERSITY SUKKUR.
- **04 YEARS** RESPONSIBLE FOR CONDUCT OF MEETINGS OF STATUARY BODIES.

RESPONSIBILITIES:

RESPONSIBLE FOR CONDUCT OF MEETINGS OF STATUARY BODIES, PREPARED AGENDA & WORKING PAPER.

- OVERALL LEGAL CASES OF UNIVERSITY.
- **01 MONTH** EXPERIENCE AS ASSISTANT DIRECTOR P&D @ BEGUM NUSRAT BHUTTO WOMEN UNIVERSITY SUKKUR.
- **03 MONTHS** EXPERIENCE AS ASSISTANT DIRECTOR HR (ADDITIONAL CHARGE) @ BEGUM NUSRAT BHUTTO WOMEN UNIVERSITY SUKKUR.
- **09 YEARS** STANDING EXPERIENCE AS ADVOCATE CRIMINAL, CIVIL & FAMILY MATTERS @ COURT
- **05 YEARS** ACCOUNTANT AT SACHAL SATILLATE COMMUNICATION PVT LTD @ SACHAL FM 105 LARKANA
- **02 YEARS** ADMIN OFFICER @ ICMS INSTITUTE OF COMMERCE & MANAGEMENT LARKANA.

ADDITIONAL RESPONSIBILITIES.

- Convener of Transport vigilance Committee
- Convener of Media & Protocol Committee.
- Member/Secretary of Selection Committees (Campus & Project Side)

- Member/Secretary of Implementation Committee
- Member/Secretary of Admission Test Committee
- Member/Secretary of Control. Command & Coordination cell Committee.
- Member/Secretary of University Management Committee.
- Member/Secretary of Recruitment Test Committee.

Key Contributions:

- Establishment of Service Statutes and Leave Rules of the University
- 02 meetings of the Senate of the University
- 04 meetings of the Syndicate of the University
- 03 Academic Councils
- 07 Meetings of the Boards of Studies
- 05 Admissions Intakes
- Initiated 200 & 50 KVA Generators Maintenance Contract with Jaffer Brothers.

E D U C A T I O N

- Shah Abdul Latif University Khairpur, Sindh.
- Master in ARTS(M.A) Economics 2007
- Shah Latif University Khairpur, Sindh
- Bachelor of Laws (L.L.B) 2009
- Sindh Board of Technical Education (SBTE) Karachi, Pakistan.

A D D I T I O N A L Q U A L I F I C A T I O N

- Diploma Main Information Technology 2005.
- Data Entry Operator (SBBYDP) From SZABIST Larkana.

L A N G U A G E S

- Good Command on Writing, Reading, Understanding & Speaking
- English. Urdu and Sindhi.