

Islamabad
Plus de 10 ans d'expérience
Réf : 250327235223

Administrative/coordination officer

Ma recherche

Je recherche tout type de contrat, dans toute la France, dans le Batiment.

Formations

06/2011 : à Preston Institute of Management Science & Technology (PIMSAT)
Master's Degree
Master of Business Administration (MBA)/Master of Economics

Expériences professionnelles

02/2013 - à ce jour :

Administrative /Coordination Officer chez Comsats University sur Islamabad, Pakistan

COMSATS University, also known by its acronym CUI, is a public research university in Pakistan. It is a multi campus

institute with its main campus located in Islamabad. It is ranked among the top 5 Universities of Pakistan.

Designation: Administrative /Coordination Officer

Reported to : Senior Manager, Scholarship Management Unit, CUI

Job Duties & Responsibilities/ Key Achievements

* Facilitating/ coordinating with departments/ Faculty under the supervision of my line manager for creating, distributing/ circulating agenda(s), minutes, notifications, policy documents and relevant decisions of statutory bodies, while conducting Academic Council (AC), Board of Advanced Studies and Research (BASAR), Board of Faculty (BoF) and Board of Studies (BoS) of COMSATS University, Islamabad.

Equivalency notifications (Visiting Scholars, Students)

* Office Order/typos.

* Coordination with Chairperson for smooth running of the meeting as per the availability of external members.

* Coordinating with Deans for smooth running of operations of academic units and respective faculty.

* Student registration queries as per the approval of Dean in case of registration beyond 21 or less credit hours notifications of undergraduate students.

* Assisting line managers for scheduling/ preparing/drafting and notification of academic calendar (Undergraduate/Graduate) for uniformity along all seven campuses.

* Assisting line manager to upload all the Scheme of Studies under the faculty of Business Administration

into the portal of CU Online while make it error free/ cross check to make sure accurate information could be display on campus/student portal.

* Drafting the letters/communicating with accreditation bodies and HEC for launching MS/PhD programs and further communicating with chairpersons and dean to bring them on the same page.

* Assisting line managers in drafting and circulating the minutes of the meeting of plagiarism Standing

Committee and forwarding the decisions to the concerned departments or bodies.

* Assisting the line manager while drafting/processing the file for the appointment of the Chairpersons and

the Deans for the next tenures/during the leaves.

* Organized various Seminars, Meetings, Workshops & Round-Table Conferences in COMSATS.

* Coordinated details of events with the concerned departments and liaised with them for their respective roles etc.

* Liaising with partners to determine precise event requirements, dates, venues, and audiences.

* Ensuring that health and safety regulations are followed during events.

* Creating invitee list, sending out invitations and managing RSVP list.

* Coordinating event logistics, including registration and attendee tracking, presentation and materials support and pre-and post-event evaluations.

* Liaising with clients and designers to create a brand for the event and organizing the

production of tickets, posters, catalogues, and brochures.

* Coordinating with all departments to create an Events Calendar for upcoming months.

* Keeping inventory of backdrops, projectors, computers, and other display materials.

* Overseeing the dismantling and removal of the event arrangements and clearing the venue efficiently.

* Creation and approval of all budgets required for different levels of giveaways.

Assist in project proposal making entitled university-industry collaboration.

Langues

Anglais (Oral : courant / Ecrit : intermédiaire)

Atouts et compétences

Administration, Administrative, administrative processes, brochures, budget tracking, budgets, Business Administration, Business Development, catalogues, Customer Relations, Economics, Human Resource, posters, Marketing, Master of Business Administration (MBA), health and safety regulations, office management, Management Science, project coordination, project proposal, Research, Sales, streamlining, time management

Centres d'intérêts

Passion, talk, Horse, Riding, spending time in nature, learn different international languages, "French