



MAHBOOB UR RAHMAN

Contact Details:

Permanent Address: Village Dangram, P/O Mingora, District Swat Khyber Pakhtun Khwa Pakistan
Present Address: Office of the Registrar, University of Malakand, Chakdara Dir (Lower) Khyber Pakhtun Khwa Pakistan
Office Ph: +92 (945) 762330
Mobile Ph: +92 313 9480077
Email: mahboob_ibd@hotmail.com, mahboob_ur_rehman@yahoo.com, mahboob@bahria.edu.pk

Personal Details:

Date of Birth: March 22, 1975
Residence Status: Citizen of Pakistan
Passport No. CR9158161

Qualifications:

Duration: February 2001 – June 2004 (Semester break June 2003- November 2003)

Institute: Bahria Institute of Management & Computer Sciences, Karachi, Pakistan.
Degree: **Master of Business Administration (Finance) (MBA)**
Grades: Achieved CGPA 3.28

Internship:

I have completed my internship and successfully developed a complete system for conducting Medical Entry Test for the Medical Colleges of Sindh Province.

Served Muslim Commercial Bank, I I Chundrigar Road, Karachi as internee for the period of 03 months during MBA studies.

Seminar & Thesis Conducted During MBA

Seminars: Being Member of the Students Finance Committee I conducted different seminars on following topics:

- Islamic Banking in Pakistan (Guest Speaker Mufti Rafi Usmani *Grand Mufti of Pakistan*).
- The role of Islamic Banking in the economic development of Pakistan.
- Lifting of Sanctions on Pakistan, *challenges & Prospects for our Economy*. (Chief Guest Dr. Ishrat Hussain, Former Governor State Bank of Pakistan)

Thesis: Accomplished Thesis on Topic "**Problems Of Pakistan Sugar Industry And Its Impact On Sugar Trade**"

Duration: September 1997 to August 1999
Institute: Government Federal Urdu Arts & Commerce College, Karachi.
Degree: **Bachelor of Arts by University of Karachi, Pakistan.**
Grades: Achieved 1st Division in the Examination.

Duration: August 1995 to August 1997
Institute: Government Federal Urdu Arts & Commerce College, Karachi.

Certificate: **(HSSC)** Intermediate awarded by Board of Intermediate & Secondary Education, Karachi, Pakistan.
Grades: Achieved 1st Division

Duration: February 1989 to March 1991
Institute: Government Higher Secondary School Mingora Swat.
Certificate: **(SSC)** Matriculation (Science) awarded by Board of Intermediate & Secondary Education, Swat.
Grades: Achieved 1st Division

Work Experience:

Duration: 25th March 2010 till today
Organization: University of Malakand, Chakdara Dir (Lower) Khyber Pakhtun Khwa
Job Title: **Acting Registrar**
Department: Registrar's Office
Job Duties:

- Custodian of the common seal and the academic records of the University.
- To maintain a register of register graduates in the prescribed manner.
- To conduct elections of members to the various authorities in the prescribed manner.
- Secretary of the Syndicate, Academic Council, Advance Studies and Research Board and such other Committees as may be prescribed ; and
- Such other duties as may be specified by the Vice Chancellor and other authorities from time to time..

Duration: 13 April 2008 to 25th March 2010
Organization: University of Malakand, Chakdara Dir (Lower) Khyber Pakhtun Khwa
Job Title: **Deputy Registrar**
Department: Registrar's Office
Job Duties:

- To maintain discipline amongst the employees in the University.
- To maintain record of all employees of University
- To complete the process of hiring of the faculty and staff for both permanent and contract basis
- To supervise the academic activities of the University with coordination with Registrar
- To conduct the Selection Board and Syndicate Meeting of the University with coordination of Registrar
- To prepare the salaries of the employees of the University with coordination of Finance Department
- To look after the establishment department of the University.
- To process the CVs for vacant positions of faculty and staff, short listing of the CVs through scrutiny committees and conduct the interviews of the short listed candidates.
- To deal with correspondence of the university with HEC, constituent units and affiliated colleges of the University

Duration: September 2007- 12 April 2008
Organization: Bahria University, Islamabad Pakistan
Job Title: **Lecturer (Permanent Faculty)**
Department: Management Sciences, Bahria University Campus Islamabad.
Courses Taught to BBA & MBA Classes:

- Business Finance
- Advance Financial Management
- Total Quality Management
- Human Resource Management
- Methods of Business Research
- Project Development

Duration: November 2004- 12 April 2008
Organization: Bahria University, Islamabad Pakistan
Job Title: **Assistant Registrar** (Degrees & Records)
Department: Registrar's Secretariat
Job Duties:

- To maintain record of all degrees of the University
- To prepare degrees of all titles for graduating students of the university and its constituent and affiliated units
- To coordinate with Pakistan Security Printing Corporation Pvt. Ltd. for printing of new degrees as per requirements.
- To maintain record of all faculty members and officials of Bahria University.
- To receive the CVs for vacant positions of faculty and staff, short listing of the CVs and conduct interview of the short listed candidates.
- To deal with correspondence of the university with HEC, constituent units and affiliated colleges of the University

Duration: November 2004- 12 April 2008
Organization: Bahria University, Islamabad Pakistan
Job Title: **Manager Human Resource**
Department: Registrar's Secretariat
Job Duties:

- To maintain record of all employees of the University
- To float advertisement in the local newspapers for hiring of required faculty members and staff.
- To short list the eligible candidates for different positions in the light of eligibility criteria.
- To conduct interview of the short listed candidates.
- To complete induction formalities of the new recruited faculty members and staff.
- To make contract agreements of the new inducted employees.

Duration: June 2001 – November 2004
Organization: Bahria University Karachi Campus.
Job Title: **Admission Coordinator.**
Job Duties:

- Prepared entry test papers for the new intakes of the University.
- Performed invigilation duties during entry test of the new candidates for admission
- Compiled result of entry tests.
- Arranged interview of the successful candidates
- Looked after the examination department of the campus in compilation of result of the students with coordination of Bahria University Headquarters

Duration: 2001 –2003 (03 Years)
Organization: Bahria University Karachi Campus.
Job Title: **Admission Coordinator (Medical Colleges Entry Test).**
Job Duties:

- Prepared entry test papers for about 11,000 candidates, who were seeking admission to the medical colleges of sindh Province.
- Performed the duties of Sector Incharge Hyderabad centre during medical entry tests
- Marked test papers of medical entry test through Optical Machine Reader
- Compiled result of all students who appeared in the medical entry test for three years.

Interests:

Book reading, tours, Web surfing

Foreign visits:

Sri Lanka, Malaysia (Pinang), Indonesia (Jakarta), Maldives & Saudi Arabia,

Key Competencies:

- Ability to deal and solve the problems of students.
- Good communication skills with a good command on English language
- Good computer knowledge
- Ability to manage self and work team to meet scheduled work to a high standard to respond to a range of conflicting demands
- Ability to use my knowledge and skills sensibly in order to solve different problems
- Posses a willingness to learn things easily and not afraid for accepting challenging job.
- Understanding of the importance of teamwork, can work in a friendly manner considering myself as the part of the team

References:

Dr. Nadeem A Syed
Head of Department Management Sciences
National FAST University, Karachi
Cell No: + 92 314 2130762

Dr. Muhammad Riaz
Dean Faculty of Sciences
Bahria University Headquarters, Islamabad
Pakistan. Phone: + 92 51 9260002

Cdre (Retd) MUMTAZ RAZA SI(M)
Registrar
Bahria University, Sector E-8, Islamabad
Pakistan. Phone: + 92 51 926002 Ext. 207