

Mahmood Ali

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Objective

To work in an organization that provides stimulating & professional environment and will leverage my Administrative and Managerial skills effectively and impart me with new ones, pursue a challenging career in the field of **Administration and Management**.

Professional Experience

University of Education, Lahore (October 2008 – to date)

- **Deputy Director (Dec-2017 to date)**
 - Supervised admissions, registration, and academic sections for university divisions, campuses, and affiliated colleges.
 - Managed meetings of Syndicate, Academic Council, Board of Advanced Studies and Research, and Directors/Principals.
 - Coordinated with IT Cell to implement University Management System (UMS) modules.
 - Processed student-related cases, including name corrections, NOC issuance, ID card distribution, and disciplinary matters.
 - Supervised Management, Establishment, and Affiliation sections, handling employee recruitment, leaves, service matters, and affiliation processes.
 - Served as Public Information Officer and focal person for various government initiatives (i.e. Pakistan Citizen Portal, CM Complaint Cell, Harassment Cell etc.).
 - Actively participated in numerous committees related to academic matters, regulations reviews, fee structure, and other matters.
- **Assistant Director (Oct-2008 to Dec-2017)**
 - Managed Academics and Form sections, overseeing exam admission forms, paper printing, exam center establishment, cut-list preparation and issuance of Roll Number Slips.
 - Supervised the Result section, handling tabulation, data scrutiny, transcript/result card issuance, and data provision to Higher Education Commission (HEC).

GC University Faisalabad (March 2006 – October 2008)

- Provided diverse support in computer programming, data analysis, and exam management.

Qualification

2022-2024	Master of Business Administration (Equivalent to MS/MPhil)	Riphah International University, Islamabad
2001-2004	Masters in Computer Science M.Sc. (CS)	University of the Agriculture, Faisalabad
1999-2001	Bachelor of Arts (Statistics, Islamic Studies)	University of the Punjab

Skills

- Have good skills to work as individual and as a team member and can show good performance in challenging environment. Demonstrated in the following areas:
 - Admissions & Registration Management
 - Examination Management (Process & Data)
 - University Administration & Governance
 - Leadership, Team Management and Committee Work
 - Data Analysis & Reporting
 - UMS (University Management System)

Personal Information

Name	Mahmood Ali	
Date of Birth	21-04-1981	
N.I.C. No.	33100-0603566-7	
Domicile	Faisalabad	
Language	English	Good level of written, verbal and interpersonal communication skills
	Urdu	Can read, write and communicate effectively
Target Industry	Administration and Management	
Interests and Activities	Current Affairs, Informative Reading, Adventure Sports, Politics, Travelling and Listening Music, web surfing.	

References

Will be furnished if required