



Syed Ansar Raza

- Results-oriented and skillful Engineer & Manager and Administrator
- Over 9 years of Administrative experience of working in fast-paced environments
- Capable of organizing and managing multiple work streams
- Highly motivated and flexible to learn, adopt and apply new technologies.



EXPERTISE

- **Office Administration:**
 - Fluent in Microsoft Office and IT software and applications
 - Handling and leading office team for completion of assignments
 - Expert in Customer Services, HR and Service delivery skills
 - Office administrator and delivers on Assigned objectives
- **Teachings:**
 - A skilled Science Teacher for Secondary class Students (9 years of experience)



WORK HISTORY

Dec 2022 – To Date

Asst. Registrar (Administration Branch)

[Minhaj University Lahore, Pakistan](#)

- Support leading the work of office of the Registrar including all work related to admissions, registration and students record
- Monitoring Campus Management System (CMS) portal data
- Perform data backups and disaster recovery operations.
- Noting Drafting of letters, Notification Management
- Preparing dossiers to get NOC from Higher Education Commission for M.Phil. Ph.D. programs also coordinator of all 14 accreditation Councils under Higher Education Commission HEC Pakistan.
- Participation and drafting Minutes of Meeting for statutory bodies meetings Board of Studies (BOS), Academic Council, Board of Advance Studies and Research (BOAS&R), Board of Governors (BOG) etc also assisting HR Team in evaluation and interviews.
- IT procurement & advising on suitable IT choices for the office
- Monitoring and guiding the team to work smoothly and efficiently regarding all kind of assigned work.
- Working as a member of committee's constituted for different national and international Conferences/Seminars.
- Ensuring the implementation of all Higher Education Commission HEC or internal policies in university for Academic and administrative staff.

Nov 2021 – Dec 2022

Asst. Computer Programmer (Office of the Registrar)

[University of Home Economics Lahore](#)

- Working in office of the Registrar as Assistant to Registrar and HR.
- Developing and Maintaining MS Excel sheets for clerical staff to enter data according to office requirements; Selection Board data
- Schedule and arrange meeting for the Registrar with stockholders
- Preparing agendas and drafting Minutes of meeting for statutory meetings like Board of Faculty (BOF) Board of Advance Studies and Research (BOAS&R) and Board of Governors (BOG).
- Convening different national / International Conferences/ Seminars in the university

Mar 2021 - Nov 2021

Asst. to Registrar (Office of the Registrar)

[University of Home Economics Lahore](#)

- Working in office of the Registrar as Assistant to Registrar and HR
- Scheduling and arranging meetings for the Registrar.
- Preparing agendas and drafting Minutes of meeting for statutory meetings like Board of Faculty (BOF) Board of Advance Studies and Research (BOAS&R) and Board of Governors (BOG).
- Presenting all official letters to Registrar to mark relevant departments

May 2014 - Jun 2019

Asst. Manager (Network Operation Center)

[Verscom Technologies Turkey \(Currently Odine Turkey\)](#)

- Providing Level 1 support to Global VOIP Core Projects (NOC)
- Leading NOC team, issuing their duty roaster on weekly basis
- Checking and downloading report of NOC team's online attendance from remote server and sending to management.

PERSONAL



Syed Ansar Raza



Address

Rashdiya 1 Ajman UAE



Phone number

+971 56 9800920



+923034692363

Email

s.ansar1@yahoo.com



Date of birth

Jun 26, 1991



Place of birth

Pakistan



Gender

Male



Nationality

Pakistani



Marital status

Married



Certification & Trainings

HCIA-Certified

CCNA Training

PRTG Training

★★★★★

★★★★★

★★★★★

EDUCATION

BS Telecom Engineering

(2009-2013)

INTERESTS

- Playing and Watching Cricket
- Reading Books

LANGUAGES

English

Urdu

Punjabi

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