

# Ramsha Sanaf

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Karimabad, FB Area Block 3

Karachi, Pakistan

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## Career Objective:

To work in a Progressive International or National Organization offering wide range of opportunities for diversified experience, enhancement of professional skills and career growth.

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## Work Experience:

### **Aga Khan Higher Secondary School, Karachi**

*(a unit of Aga Khan Education Service, Pakistan)*

Feb 2017- Present

Program Officer

- Advise students on issues such as board selection, progress toward graduation and career decisions.
- Direct, coordinate and evaluate the activities of personnel, including support staff, engaged in administering academic institutions, departments, or alumni organizations.
- Participate in student admission/recruitment, selection, and admission, making admissions recommendations when required to do so.
- Participate in faculty and college committee activities.
- Represent institutions at community and campus events, in meetings with other institution personnel and during accreditation processes.
- Promote the college by participating in community, state and national events or meetings, and by developing partnerships with other education institutions and other scholarships organization.
- Direct activities of administrative departments such admissions, registration, and career services.
- Help the students by issuing transcripts and scheduling events.
- Enrolling the students to their relevant examination boards.
- Plan and promote sporting events and social, cultural, and recreational activities.

### **NEXUS Corporation**

Apr 2016- Aug, 2016

Research Writer

- Perform descriptive and multivariate statistical analyses of data, using computer software.

## **Education:**

- Iqra University, Karachi  
*Master's in business administration (MBA)*  
Jun 2017- May 2019  
Major: Human Resources
- Iqra University, Karachi  
*Bachelor's in business administration (BBA)*  
Sep 2011- June 2015  
CGPA 3.3
- Aga Khan Higher Secondary School, Karachi  
*Intermediate (Grade 11 & 12)*  
Grade B
- Sultan Mohammad Aga Khan School, Karachi  
*Matriculation (Grade 9 & 10)*  
Grade A

## **Skills:**

- MS Office &SPSS statistical
- Able to work in challenging environment.
- Leadership & Motivational skills
- Committed and dedicated towards my work.
- Effectively work in teams.
- Report writing & Research Writing (thesis, dissertation, proposal, and plans)
- Article writing.
- Access to MS Office.
- Drafting emails.
- Performing other duties when needed (Multi-Tasking).

- Prepare tables, graphs, fact sheets, and written reports summarizing research results.
- Develop and implement research quality control procedures.
- Edit and submit protocols and another required research documentation.
- Present research findings to groups of people.
- Establishing research paper, dissertation, thesis, and article

### **Aga Khan University Hospital, Karachi (AKUH)**

May 2013- Aug, 2013

Human Resource (Volunteer Intern)

- Process paperwork for new employees and enter employee information into payroll system.
- Keep records of materials filed or removed, using logbooks or computers.
- Add new material to file records or create new records, as necessary.
- Perform general office duties such as typing, operating office machines and sorting mail.
- Gather materials to be filed from departments or employees.
- File and maintain records.
- Assisting in taking interviews.
- Extension of employee contract and other entries

### **Community Services & Extra Curricular:**

- Attended Skills / Career Counseling Conferences organized by Aga Khan University Hospital, Karachi
- Working as Team Member in Aga Khan Health Services Team (Honorary).
- Working as a Board Member/ Head in Management Information System Portfolio (MIS) in Ismaili Tariqah & Religious Education Board (ITREB).
- Worked as Activity Coordinator (Officer) in Karimabad Senior Guides Company.
- Worked as Teacher in Religious Education Centre.

### **Skills:**

- Microsoft Office (Advanced)
- SPSS
- Adobe Illustrator (Beginner Level)