

IJAZ AHMAD

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Objective

Looking for challenging job in which I can use my skills and knowledge for career development in the field of administration.

Work Experience

- **Currently working as Deputy Director in Quality Enhancement Cell, University of the Punjab, Lahore since March 2013.**
- Worked in Quality Enhancement Cell, National College of Arts. Lahore as Deputy Director from November 2012 to March 2013.
- Worked in Quality Enhancement Cell, University of the Punjab as Data Analyst from March 2011 to November 2012.
- Worked in STEP Institute of Professional Development as MIS Coordinator from March 2010 to March 2011.
- Worked in EXIDE Pakistan Ltd. as Secretary to General Manager from July 2009 to Feb 2010.
- Worked in Institute of Administrative Sciences, University of the Punjab as Assistant Network Administrator from March 2005 to August 2007.

Qualification

2013	MS/M. Phil in Total Quality Management University of the Punjab, Lahore
2009	Masters of Public Administration University of the Punjab, Lahore
2005	Bachelor in Commerce University of the Punjab, Lahore
2002	Intermediate in Commerce BISE Lahore
2000	Matriculation BISE Lahore

Professional Qualification

2014	Lean Six Sigma Green Belt, Harrington Institute (USA) EBA International, Lahore
2014	ISO 9001:2008 QMS Auditor / Lead Auditor, IQCS (Singapore) PIQC Institute of Quality, Lahore
2011	Project Planning & Control Using Primavera-6 University of the Punjab, Lahore
2007	Spoken English University of the Punjab, Lahore.
2004	Microsoft Office Edge Systems International

Trainings & Workshops

- Participated in one day seminar on “**Quality Assurance Awareness Seminar**” on April 18, 2014 organized by Quality Enhancement Cell, University of Health Sciences.
- Participated in one day workshop on “**Quality Assurance in Education**” on April 15, 2014 organized by PIQC Institute of Quality.
- Participated in two days summit on “**3rd Invention to Innovation Summit 2014**” on March 19-20, 2014 at University of the Punjab, Lahore.

- Participated in three days' workshop on **"Total Quality Management"** on November 25-27, 2013 organized by Pakistan Manpower Institute, Ministry of Education and Trainings, Government of Pakistan.
- Participated in the technical sessions of **"1st International QEC workshop: Quality Based Ranking"** on 30th April, 2013 organized by The University of Lahore.
- Participated in two days summit on **"Invention to Innovation Summit 2013"** on April 9-10, 2013 organized by mutual collaboration of Pakistan Science Foundation (PSF), Institute of Research Promotion (IRP) and University of the Punjab, Lahore.
- Participated in one day workshop on **"Quality Improvement Challenges in Educational Institutions"** on February 15, 2013 organized by PIQC Institute of Quality.
- Participated in one day workshop on **"Quantitative Data Analysis using SPSS"** on 29th September 2012 organized by University of the Punjab.
- Participated and Organized one day workshop on **"Financial Modelling using MS Excel Advanced Tools"** on 19th May 2012 organized by University of the Punjab.
- Participated in one day workshop on **"Qualitative Research using NVivo 9 software"** on 17th March 2012 organized by University of the Punjab.
- Participated in one day training program on **"Strategic Management: Performance Improvement in Organizations"** on 03rd February 2012 by National Productivity Organization (NPO) Ministry of Industries, Government of Pakistan at University of the Punjab.
- Organized the **"World Quality Day"** In Collaboration with Office of Research Innovation and Commercialization (ORIC) and Institute of Quality and Technology Management (IQTM) on 21st December, 2011 at Al-Razi Hall, Centre for Undergraduate Studies, University of the Punjab.

Distinctions & Honors

- Focal Person at University of the Punjab of **Knowledge Exchange Program of HEC.**
- Member of **QEC-Network** (Network of Quality Enhancement Cells of Pakistani Universities)
- Member of **APQN** (Asia Pacific Quality Network)
- Participated in **Plagiarism Policy of HEC** as Focal Person of University of the Punjab at HEC Regional Centre Lahore on 20th April, 2012.

Personal Competencies

- Analytical Skills
- Creative
- Team Player
- Takes Initiative
- Adaptability
- Persists until job is done

Computer Competencies

- Windows 98/2000/2003/XP/Vista/7/8
- Microsoft Office 2000/2003/2007/2010/2013
- SPSS 17/20
- Minitab 15/17
- Primavera 6
- MS Project
- MS Visio

Communication Skills

- Well versed in English, Urdu and Punjabi

Areas of Interest

- Administration
- Teaching

References

- Will be furnished on demand