

CURRICULUM VITAE

PERSONAL INFORMATION

Name: Sajjad Ahmed
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ACADEMIC QUALIFICATION

Name of Degree/Diploma	Year	Institution	Division/Remarks
M.S Human Rights Law		International Islamic University Islamabad, Pakistan	In Progress (Thesis Writer)
MBA-ITM	2010	International Islamic University Islamabad, Pakistan	3.09 CGPA
B.A	2007	Islamia University Bahawalpur	1 st Division
F. Sc	2005	Govt College Kot Adu (Muzaffar Garh)	2 nd Division
Matriculation	2002	Govt High School Sanawan (Muzaffar Garh)	1 st Division
Advance Diploma in English Language	2010	British Council, Pakistan	Very Good
Diploma in Arabic Language	2013	International Islamic University Islamabad, Pakistan	Very Good

EXPERIENCE PROFILE

Assistant Director (Academic Coordination): (22-12-2010 to-date)
International Islamic University Islamabad.

- Dealing with the students of the Faculty including Ph.D, MS (M.Phil), M.A and BS (Hons.) regarding their all academic and administrative issues.
- Policy matters related to the academics.
- Preparing of time table, date sheet and attendance sheets.
- Maintain confidentiality of student's record.
- Receive applications for student support services and resources.
- Adhere, enforce, and effectively implement student office policies and procedures.
- Participate in office meetings as assigned.

- Assist in organizing students' activities and events.
- Coordination among the teachers and students.
- Arrangements of Departmental and Faculty Board meetings.
- Preparation of minutes of the meetings.
- Noting and drafting among faculty and Human Resource Department and all other departments of the University.
- To look after the financial matters of the seminars and conferences of the Faculty.

Project Coordinator (IIU-Erasmus Mundus Scholarship Program): (01-10-2009 – 30-10-2011)

International Islamic University Islamabad.

- Dealing with the students (applicants) applied for Erasmus Mundus Scholarship.
- Coordination with the coordinators of European Universities regarding the issues of students like selection and accommodation of students in EU Universities.
- Communication with the European Embassies in Pakistan on the subject of visas of selected candidates.

Project Assistant (Asia Foundation Project): 01-10-2009 – 01-03-2011

International Islamic University Islamabad.

- Organizing Workshops/Conferences throughout the Country
- Preparation minutes of the meetings
- Assist in preparation of Financial reports of the Project
- Coordination with Consultants regarding different aspects of the Project
- Coordination with Asia Foundation (Pakistan)

CONFERENCES & WORKSHOPS ARRANGED

I joined IIU in October 2009 as a Project Assistant. In International Islamic University, Islamabad, I have contributed in the arrangements of the following National and International Conferences and Workshops.

S.No	Title of Conference/ Workshop and Venue	Dates	Contribution
1.	National Review Conference of Human Rights & Women rights Curriculum, IIU, Islamabad	13-14/11-2009	Member of the Organizing Committee
2.	International Shariah Conference: Prospectus and Problems for Pakistan, IIU, Islamabad	23-24/11/2009	Member of the Organizing Committee
3.	First Pilot Testing workshop of Human Rights in Islam, University of Karachi, Pakistan	12-13/12/2009	Member of the Organizing Committee
4.	Second Pilot Testing workshop of Human Rights in Islam, B.Z University Multan	19-20/12/2009	Member of the Organizing Committee
5.	Master Trainee's workshop of Human Rights in Islam, IIU, Islamabad.	7-8/8/2010	Member of the Organizing Committee
6.	International Conference titled as "The Role of Al-Wastia in the Progress and Stability of Pakistan", IIU, Islamabad.	8-10/10/2010	Member of the Organizing Committee
7.	International Conference on "Fatwa as a Non State Legal System"	3- 4/12/2012	Member of the Organizing Committee
8.	Two Days National Conference on "Religious Education in Pakistan: Institutions, Curricula, Problems and Solution" at IIU, Islamabad	10-11/03/2014	Conference Coordinator

TRAININGS ATTENDED:

- Introduction to Rules of Business
- Time Management
- Special Certificate on “Total Quality Management in Public Sector” by Secretariat Training Institute – Pakistan.
- Special Certificate on “Information & Communication Technology Project Management” by Pakistan Computer Bureau, Ministry of Information Technology, Pakistan.
- One week Professional Training Workshop by Faculty of Shariah & Law, IIUI.

1.Teaching of Shariah & Law: Problems & Prospects	6.Editing & Writings of Legal Research	11.Teaching Strategies& Methodologies
2.Contemporary Strategies for Teaching of Law	7.IIU Rules & Regulations	12.IIU Academic Rules & Regulations
3.Interaction with Students	8.Self Grooming	13.IIU Financial Rules & Regulations
4.Course/Program Development	9.Class Room Management	14.Course outline Development
5.Characteristics of a Researcher	10. Legal Research Methods	15. Assessment & Grading

REFERENCE:

1. Prof. Dr. Muhammad Zia ul Haq,
Professor/Dean/Project Director (IIU-Erasmus Mudus Scholarship)/Project Manager (Asia Foundation Project)
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International Islamic University Islamabad - Pakistan
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2. Prof. Dr. Zafarullah Baig
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