



## **KASHIF RAIS**

An enthusiastic, conscientious and self-motivated Examination Coordinator with seven years of experience in organizing and supporting examination, academic and administrative processes. I can adapt to any working environment, and I thrive working under tight deadlines.

### **PROFESSIONAL EXPERIENCE**

**Feb 2020 - Present      Examination Coordinator      K.R. Mangalam University, Gurugram**

#### **Duties & Responsibilities**

- Organizes and coordinates for the examination under the direction of the immediate supervisor.
- Prepares offline examination seating arrangement.
- Distributes Examination schedules to faculties and departments.
- Coordinates the storage and delivery of examination papers at respective centre.
- Ensures security measures are in place and maintained.
- Coordinates and authorizes room booking for exam purposes. Schedules and administers special needs if any during examinations.
- Conveys updated & previous examination rules applicable to different batches of the students.
- Assist in online examination conduction as per requirement.
- Preparation of semester wise grade sheet
- Printing, packaging & dispatching of question papers.
- Issuance of notifications as per the academic calendar
- Preparation of examination time tables.
- Processing and publishing of results. .
- Issuance of provisional / migration certificates and transcripts to the eligible candidates after due verification.

**Aug 2018 – Feb 2020      Examination Assistant      I.M.S. Unison University, Dehradun**

#### **Key Responsibilities**

- Coordinated with students for filling up the End term /Back log/Examination forms.
- Prepared attendance records and debarred list of students.
- Prepared documents related to examination (attendance sheet, consolidated attendance sheet, verification sheet, award list, stickers, invigilation duty chart etc.)

- Coordinated with faculty members and other departments for the preparation of question papers and flying squad.
- Preparation of master plan and seating plan of Examination
- Performed invigilation duty as assigned.
- Arrangement of answer sheets.
- Monitored overall operations of Examinations along with the Asst. Controller of Examination.
- Following up the faculties to ensure that the paper evaluation is accomplished within stipulated time.
- Coordinated with the Controller of Examination for examination results.
- Notification of result in the University web site and on notice board.
- Scheduled meetings for UFM committee (Unfair Means) at the University Examination and prepare actionable reports.
- Maintained proper records of examination attendance, verification sheet, UFM etc.
- Prepared Mark sheets, Degrees and maintained their proper records.
- Documents Verification for their job purpose and further Studies in abroad.
- Evaluation of Results along with ACOE.
- Properly handles the stock entry of Examination copies.
- Issued different types of certificate to the students such as: Transcript, Migration, Provisional, Grade Equivalence Certificate, Transfer Certificate, no backlog Certificate etc.

**Aug 2013 – March 2018    Administrative Assistant    Glocal University, Saharanpur**

### **Key Responsibilities**

- Organized and maintained files and records.
- Maintained the security of confidential information.
- Effectively carried out recruitment activities as per the official guidelines.
- Updated office databases, lists, and files on regular basis to ensure completeness and accuracy.
- Data collection and preparation of reports for compliance like UGC, PCI, AISHE for inspection purposes.
- Prepared different letter like Interview call letter, appointment, promotion letter.
- Completed the on boarding formalities of new employees like joining formalities, induction and opening of salary accounts.
- Maintained and updated the leave record of employees and prepare monthly attendance for salary processing.
- Updated the fee record in ERP along with their scholarship and other details.
- Coordinated events, conferences, and meeting arrangements.
- Booked rooms and travel arrangements for management, executives and customers including: air travel, ground transportation and accommodations.
- Supervised all the maintenance activities in the 360 acres campus.
- Ensured smooth working of other departments (Housekeeping, Security)
- Prepared daily/monthly reports and maintained database.
- Managed classroom related infrastructure.
- Handled fee software, scholarships, and provided information to the management.

- Prepared data base of Faculty—specialization wise for all academic purpose.
- Coordinated for classrooms and related arrangement for lecturer and other events.
- Assisted the Controller of Examination with management of key processes such as: Transcript evaluation, student certifications, attendance record keeping.
- Monitored overall operations of Examinations along with the Controller of Examination.
- Preparation of Seating Arrangement, Attendance Sheet. etc.
- Visiting Education fares and school connect programs for admission purpose.

**2010 – 2013**

**H.R. Executive**

**Aarti International Ltd, Ludhiana**

### **Key Responsibilities**

- Recruitment: Short listing & Scheduling interviews, Preparation of offer letter sand compensation break-ups.
- Joining and Induction: Joining to Exit formalities of new Employee,
- Managing and ensuring regular record updates in the system.
- Time Office Management : Leave and attendance record, Payroll Inputs, Maintenance of Personal Files, Salary and overtime preparation and distribution., salary and overtime transfer in Bank, opening of new accounts of the staff and Workers.
- Employee Relation/Industrial relation Activities: Controlling Absenteeism, Conducting various awareness programs, Grievance handling.
- Recruitment of Workmen as per requirements.
- Managing Admin and Welfare administration for the factory including Uniforms, Bus, Gardening, General administration, Guesthouse, factory vehicles, travel and ticketing.
- Statutory Compliances: Looking after all the statutory compliances involving EPF, ESI and Factories Act, Gratuity etc.
- Estate and Guest House Maintenance and Allocation
- Internal Audit

### **Achievements**

- Achieved highest ratings in the Annual PMS.
- Individually handle the office without any supervision.
- Worked with a workforce of around 2500 workers and independently handles a staff of 250.

## EDUCATION

Year	Course	Specialization	University
2009-2011	MBA	Human Resource	MDU-Rohtak
2008-2009	PGDPM	Personnel& IR Management	AMU-Aligarh
2007-2008	PGDCLB	Company Law,Insurance	AMU-Aligarh
2003-2006	B.Sc	Life Science	AMU-Aligarh

**TECHNICAL SKILLS:-** M.S. Office, ERP, Oracle, E bizframe

## PERSONAL DETAILS

Date of birth	29 June 1982
Address	Arham Park, Sarojini Nagar, Street No. 3, New Delhi
Marital status	Married
Father's name	Rais Ahmed
Passport number	L1904513
E-mail	<a href="mailto:kashifrais29@gmail.com">kashifrais29@gmail.com</a>
Contact No.	+91-8192002227

## DECLARATION

I hereby declare that all the information provided above is true to the best of my knowledge and belief.