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# ANAS SALEEM

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Garden East, Karachi.

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0332-2163196

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## OBJECTIVE

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My goal is to become associated with an organization where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

## EDUCATIONAL CREDENTIALS

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- Perusing Masters in International Relation (2023)
- B. Com (2016)
- Intermediate in Commerce (2013)
- Matriculation in Science (2011)

## PROFESSIONAL EXPERIENCE

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- Currently working as a Senior Assistant (Administration) in Aga Khan University Hospital, Department of Surgery and Medicine since 2020.
- Worked as a Senior Assistant in Aga Khan University Hospital, Department of Anesthesiology from April 05, 2018 to January 19, 2020.
- Worked as a HR Assistant in Aga Khan University Hospital, Human Resource Department from November 01, 2016 to February 28, 2018
- One year of counter sales experience in Life Medical

## SENIOR ASSISTANT ADMINISTRATION MEDICINE

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- Provide active administrative support to Section of Gastroenterology
- Engage in business communication, drafting memos, business letters, presentations, and questionnaires etc.
- Ensure effective logistical arrangements for department faculty meetings and prepare minutes of meetings
- Raise MSRs (Material Stock Request) / PRs (Purchase Request) and coordinating approval process through the Department Head & Finance.
- Liaise with intra department and organization for travel arrangements.
- Organize different COURSE, WORKSHOP, SEMINARS, CONFERENCES Physically and virtually (Zoom, Teams)
- Raise ROPs (Release of payments) for timely receivables by the vendors.

- Support faculties in their credentialing and re-credentialing process.
- Ensure and monitor the validity of faculty PMDC license, faculty registration and keep record for department.

### **SENIOR ASSISTANT SURGERY (RESPONSIBILITIES)**

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- Provide Administrative support to growing work of DRC and Grants Division
- Liaise Research Clinic (Statistics and Methodology Clinic)
- Provide assistance to faculty and residents in manuscript/ Synopsis preparation/ Submission.
- Maintaining research publication, and monitoring reports
- Worked as a liaison between (OARS) SURGERY and ERC including other departments of AKU.
- Maintain ERC, Research, Grants database which include all the approval letters.
- Provide support to department related to End note, plagiarism software and online research Gate.
- Assistance to (OARS) SURGERY for developing and conducting TRAINING, WORKSHOP, COURSE
- Liaise with Institutional Research Office, Human Resources etc. for day-to-day official matters.
- Prepare meeting schedules maintain calendar if assigned.
- Provide assistance for developing of all research and grants related report

### **SENIOR ASSISTANT ANAESTHESIOLOGY (RESPONSIBILITIES)**

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- Provide administration support to Faculty
- Look after admin affairs of medical officers
- Assist management in recruitment and selection of different positions
- Maintaining updated record of all confidential files of Faculty and medical officers
- Organize Departmental Workshop, Course and Educational Activities
- Determine callers/visitors and direct them to appropriate person

### **HR. ASSISTANT (RESPONSIBILITIES)**

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- Assist in the hiring and performance appraisal activity of assigned area.
- Document verification process.
- Follow-up with the entire university for document verification.
- Received required document and issued appointment letter as per policy.
- Invite shortlisted candidates for screening test and interviews.
- Prepare letter of appointment and ensure that formalities and JD signed on timely basis.
- Prepare new employees personnel files according to hiring checklist and timely forward them to the records.
- Draft services letter as per request.
- Enter leave and medical on HRMS.
- Filling document.

- Capturing applicant information in people soft.
- Assisting in the performance appraisal for the non-management activities.

## **CERTIFICATIONS**

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- Organize the webinar on “Bile Duct Cancer” February 2023
- Organize online certificate course on FGID November and December 2022
- Organize 3<sup>rd</sup> and 4<sup>th</sup> Surgical Research Certificate Course 2020 and 2021
- Organizer of the course on Regional Anesthesia 2019
- Organize the course on Peri-Operative educational course 2018
- Certified speakers training course from Al-Midrar Institute
- Advance Excel Course from Noor College in 2014

## **COMPUTER SKILLS**

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- Microsoft Office
- ERP Oracle
- PeopleSoft AKU
- Turnitin
- FAST software (Faculty Appraisal and
- Internet Browsing & Emailing

## **SKILLS**

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- Interpersonal Communication Skills.
- Problem Solving
- Team management
- Research

## **LANGUAGE**

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- English
- Urdu

## **REFERENCES**

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- Will be furnished upon request