



Faisal Hameed Bhatti

Objective:

Seeking for a career in an organization where I can enhance my abilities. I am confident of my abilities supplemented by my academic and work experience to contribute to organizational board and to develop a name for myself as well as the organization.

Professional Experience:

Lahore University of Management Sciences (LUMS) Dec 2006 to Oct 2019
Office of Admissions (Working as an Admission Senior Officer)

- Responsible for

“The management of Graduate & Undergraduate Admissions Ensured accuracy of student information, Planned, organized, and coordinated necessary procedures to verify qualified high school graduates during application processing. “

Main responsibilities are summarized below:

- Planning, developing, organizing, implementing and evaluating the admission processes and to ensure that all admission procedures were followed in accordance with the established policies
- To make sure that all team members involved in admissions adhere to appropriate guidelines and comply with the LUMS merit based admission policy and to train them
- To plan and propose a calendar of activities for admissions
- To assist Managers in identifying and correcting the problem areas, and/or the improvement of services
- To sign off the admission applications for the Undergraduate/Graduate Programme
- To communicate admission decisions to all applicants
- To prepare summary reports of admissions
- To provide guidance to the applicants for the better understanding of policies
- To participate in Open House sessions organized by the Marketing Department and to provide assistance to the students having queries and problems related to the Graduate & UG admissions
- To supervise the LUMS Tests (LMAT/LGAT/LCAT/NOP Admission Test), SAT and GRE subject Test (International)

Personal Information:

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(Old), Al Nahida, Sharjah.

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GlaxoSmithKline (GSK)
Territory Sales Executive (TSE)

March 2004 to November 2006

National Foods (Pvt.) Limited.
Sales executive

January 2000 to February 2004

Academic Qualification:

University of the Punjab, Lahore
Bachelors of Arts

1999

Additional skills:

- One year Diploma in Computer Sciences from Boston College.
- Microsoft Office Excel Training from LUMS.
- Creating a Dignified Environment Training from LUMS.
- Communication Skills from LUMS.
- Interpersonal Communication Skills Training from LUMS.
- Good Computer Skills, Proficient with Microsoft Office.
- Good spoken and written communication skills with Effective team work abilities.

Behavior Oriented Objectives:

- Hard work
- Stead fastness
- Committed to excellence
- Punctuality

References:

- References will be provided on request.