

Profiles of the staff members working in the department of International Cooperation, Placement and Alumni

Name:

Ms. Kausar Saeed

Position:

Associate Professor and Head of Department of Internship, Placement and International Office.

Qualification:

MBA, MS and enrolled in PhD

Years of Experience:

32 years.

Objective of the Position:

To plan, organize and coordinate functions of the department which includes Internship, Placement & International Cooperation. It requires to develop strong industry-academia partnership to 'Market' IoBM Grads and Students.

Major Responsibilities:

1. Formulate, effectively implement and efficiently manage Long Term and Short Term Strategic Plans for:
 - 1.1. Alumni Relations
 - 1.2. Placement Relations
 - 1.3. International Relations
2. Evaluate current International education programs, curriculums, teaching methodologies to facilitate the integration of the same into the Academic System of IoBM.
3. Establish and maintain professional networks with related national and international academic organizations and agencies.
4. Promote internal and external marketing of IoBM's International Programs.
5. Collaborate with representatives of foreign colleges, universities, and organizations for Research, Consultancy and Training and Development Programs.
6. Train and effectively manage coordinators of the sections of International Relations, Placement and Alumni Relations.
7. Supervise and facilitate students of MPhil and PhD Programs of IoBM.
8. Carry out any other responsibility assigned by the President, IoBM.

Name:

Farida Nawaz Ali Khuwaja

Position:

International cooperation coordinator

Qualification:

MBA, BBA

Years of Experience:

5 years

Objective of the position:

To establish, manage and promote Academic and Administrative Affiliations between IoBM and reputed Foreign Universities and Institutions Internationally.

Major Responsibilities:

1. Effectively implement and manage IoBM's International Relations, Strategic Plans particularly in respect of Exchange of students, Faculty and Management staff of IoBM, Research, Consultancy and Training and Development Program with partner Universities.
2. Facilitates development and implementation of policies and procedures for Academic Exchange Programs.
3. Facilitates and acts as the primary point-of-contact for approved international visiting individuals and groups.
4. Keep effective contact with officials of International Relations of all partner Universities.
5. Participate in National, Regional and International Conferences, Conventions and Events relating to International Relations.
6. Supervise and train subordinates.
7. Carry out any other responsibility assigned by the Department Head.

Name:

Abdul Khaliq

Position:

Placement Coordinator

Qualification:

Post Graduate Diploma in HRM, LLB Honors, MBA, BBA

Years of Experience:

21 years

Objective of the position:

To facilitate timely placement of IoBM Graduates for employment and Students for internships in reputed business organizations and entrepreneurial ventures.

Major Responsibilities:

1. Maintain up-to-date information of job/internship opportunities.
2. Maintain Website of IoBM graduates and interns seeking employment/internships.
3. Produce and circulate, to prospective business organizations, relevant info on Graduates/Students seeking Jobs/Internship.
4. Maintain effective Public Relations with corporate HR decision makers.
5. Organize interviews of Graduates/Students with prospective business organizations.
6. Guide and orient Graduates/Students to be good interviewees/interns.
7. Manage Evaluation of Internship Reports.
8. Supervise and train subordinates.
9. Carry out any other responsibility assigned by the department Head.

Name:

Samreen Naz

Position:

Alumni Relations Coordinator

Qualification:

B. Com, MBA in progress

Years of experience:

6 years

Objective of the position:

To foster the spirit of comradeship, loyalty and welfare amongst Alumni, IoBM and Society

Major Responsibilities:

1. Develop an up-to-date data bank of Alumni.
2. Develop and manage an effective info system and website to keep alumni well informed on professional and social developments.
3. Maintain ongoing and cordial relations with Alumni.
4. Organize professional and social events for Alumni.
5. Publish and circulate Alumni magazine.
6. Raise and manage funds for Alumni promotions and events.
7. Supervise and train subordinates.
8. Carry out any other responsibility assigned by the Department Head.