

# UNIVERSITY LECTURER ● TRAINING & DEVELOPMENT LEADER ● ACADEMIC & ADMINISTRATIVE EXPERT



## SYED MUHAMMAD MAJID SHAH

+92-313-777-2345

[majidshah21@gmail.com](mailto:majidshah21@gmail.com)

[LinkedIn Profile](#)

[Upwork Profile](#)

### CAREER SUMMARY

Accomplished **Senior Lecturer in Commerce** and **Deputy Director Training** with **13+ years' experience**. Adept at seamlessly transitioning between roles, I bring expertise in teaching undergraduate and postgraduate courses and delivering comprehensive training projects. My exceptional English communication, leadership, & business acumen enable me to bridge academia and corporate training, driving organizational growth & development ahead.

#### Strengths

**Pedagogy, Multicultural** Higher Education, **Student Mentoring & Supervision, People Skills, Public Speaking, Analytical** skills, **Interactive** Learning, **Conflict** Management, **Strategic** Planning, **Needs** Analysis, **Influence & negotiation, Change** Management, **Training** Design, **Financial** Budgeting, **Program** Evaluation, **Team** Building.

#### Key Performance Metrics

- **Delivered** training programs for 1000+ teaching faculty, middle management, and senior leadership.
- **Published** research papers and supervised 100+ students of research and internship at university level.
- **Utilized** online platforms (LMS/Meet/Zoom) for distance education, e-learning and assessment.
- **Demonstrated** superior communication skills in interpersonal interactions and business communications.
- **Conducted** trainings across fifty-three departments of University of Peshawar and other universities.
- **Evaluated** the requirements of 2000+ staff at the University of Peshawar via Training Needs Assessment.
- **Collaborated** with the Higher Education Commission of Pakistan to develop & deliver 80+ training projects.
- **Acquired** and managed funding of 5 million+ PKR from Govt. of Pakistan for training programs.

### WORK EXPERIENCE

#### Lecturer in Commerce (Permanent)

Quaid-e-Azam College of Commerce,  
University of Peshawar

*Experience: 13 Years – 4 Months (March 2010 to Date)*

#### Teaching Experience

- Trained, Certified, Experienced University Lecturer.
- Taught Commerce, Business & Management courses to Bachelors, Masters, & M.Phil. programs.
- Delivered 3 to 4 courses per semester with an average class size of 35+ students.
- Supervised 100+ undergraduate and postgraduate internship & research students.
- Educated 1000+ students from diverse backgrounds.

#### Additional Contributions

- Experienced student career counselor and mentor.
- Organized seminars, orientation sessions, and academic training programs for students.
- Member of departmental committees for curriculum development, academic & administrative affairs.
- Research advisor, guiding students in research area selection and overall research planning.

#### Community Outreach & Voluntary Experience

- Helping students organize blood donation camps.
- Participating in plantation drive across university.
- Arranging student excursion tours and field trips.
- Serving as panelist on business plan contests.
- Visiting affiliated colleges as guest speaker.
- Guiding students to polish their presentation skills.
- Improving student handwriting through practice.

#### Deputy Director (Additional Duty)

Center for Human Resource and Career Development,  
University of Peshawar

*Experience: 9 Years – 4 Months (July 2012 to Nov 2021)*

#### Training & Strategy Development

- Analyzed training needs and devised organizational training strategy for 2000+ employees of UOP.
- Oversaw training program implementation & conducted outcome assessments.
- Aligned trainings with organizational objectives.

#### Financial Management and Funding

- Acquired funding of 5 million+ PKR from HEC for launching inter-university training projects.
- Prepared operational budgets and efficiently allocated financial resources.

#### Program Management and Execution

- Executed 80+ training projects for personnel development of 53 departments of UOP as well as neighboring public and private universities.
- Developed individualized programs for researchers, teaching faculty, middle & senior management as well as lab operators, ministerial staff, and office assistants.
- Steered "train the trainer" sessions to facilitate workshop trainers to manage and train 50+ participants.

#### Evaluation and Program Improvement

- Evaluated the delivered training programs for relevance and effectiveness based on feedback data.
- Conducted outcome assessments and made data-driven changes for continuous improvements.

## EDUCATION

- 2009-2015 **M.S. - Master of Science in Management** - (18 years of Education)  
*Institute of Management Sciences, Peshawar, Pakistan*
- 2005-2007 **M.B.A. - Master of Business Administration** - (16 years of Education)  
*Institute of Management Studies, University of Peshawar, Pakistan*
- 2003-2005 **B.Com. - Bachelor of Commerce** - (14 years of Education)  
*Govt. College of Commerce & Management Sciences, Peshawar, Pakistan*

## TRAININGS / CERTIFICATIONS

- Apr 2023 **Speak English Professionally** ([Link](#)) *Georgia Institute of Technology*
- Apr 2023 **Foundations of Project Management** ([Link](#)) *Google*
- Apr 2023 **Understanding Research Methods** ([Link](#)) *University of London*
- Jun 2018 **Certified Presiding Officer** *Election Commission of Pakistan*
- Oct 2017 **Qualitative Research Methodology** *Kohat University of Science & Tech.*
- Mar 2017 **Developing Career Counseling Center** *Institute of Management Sciences*
- Apr 2016 **Soft Skills for University Graduates** *British Council, Pakistan*
- Aug 2015 **Research Philosophies & Methods in Finance** *QACC, University of Peshawar*
- Nov 2015 **Planning and Development Dynamics** *COMSATS Islamabad*
- Feb 2015 **Finance and Audit** *University of Peshawar*
- Oct 2013 **Project Management & Proposal Writing** *CHRC, University of Peshawar*
- July 2013 **Applied Quantitative Techniques in Finance** *CHRC, University of Peshawar*
- Aug 2011 **Case Based Teaching Methodologies** *Learning Innovation Division, HEC*

## ACHIEVEMENTS AND HONORS

- 2014 & 2018 **Subject Specialist** *Public Service Commission for interviews of BPS-17.*
- 2014 & 2016 **Resource Person** *HEC Sponsored workshop for university employees.*
- 2013 **Monitoring Officer** *Election Commission of Pakistan during General Elections.*
- 2012 **Central Superior Services** *Passed written examination of Govt. of Pakistan CSS.*
- 2011 **Inspection/Evaluation** *Visits for Institutional Monitoring and their Affiliation.*
- 2010 to 2020 **Chief Editor** *Published 9 newsletter volumes with wide circulation.*

## RESEARCH PUBLICATIONS

- **The Role of Drug Regulatory Authority in Ethical Promotion of Pharmaceuticals in Pakistan: A Grounded Theory Study** - *City University Research Journal, 2021* ([Link](#))
- **A study of day of the week effect in Karachi Stock Exchange during different political regimes in Pakistan** - *Business & Economic Review, 2015* ([Link](#))

## PERSONAL SKILLS

- **Leadership and Management**  
13+ years of time-tested ability to lead, motivate, and mentor cross-functional teams of students and employees, fostering a productive environment.
- **Presentation and Facilitation**  
Skilled in delivering engaging and impactful training sessions, utilizing effective presentation and facilitation techniques. Experienced public speaker with dual exposure in academic settings as well as general events.
- **Communication and People Skills**  
Excellent verbal and written communication skills that has led to effective and lasting professional rapport with students.
- **Editor/Proofreader**  
Professional academic and business proofreader & editor in English having a distinguished freelance profile on Upwork with clients from all over the world.
- **InfoTech/Web Literacy**  
Expert in using digital tools such as e-learning courseware, web-based technologies, Learning Management System (LMS), Zoom, Google Meet, Google Classroom and Moodle to deliver blended learning programs. Office 365 Suite including MS Word, MS Excel, MS PowerPoint, Outlook. Application Software including EndNote, SPSS, and Operating System. Extensive experience in hardware & software management.
- **Handwriting and Calligraphy**  
Fluent in using flexible-nib fountain pens, pencils, and dip pens to create aesthetic handwriting projects.