

Syed Sardar Muhammad
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Education Professional

PROFILE

Dynamic education professional with 10 years of experience in higher and further education with the proven abilities as a Programme Leader, Director of Studies and a Lecturer, possessing strong analytical skills, committed to pursue career in higher education.

EDUCATION



MBA Bradford University School of Management UK (Ranked top 10 UK Business School by FT in 2007)	2006-2007
Certified Six Sigma Black Belt (CSSBB) UK	2007
Certified Six Sigma Green Belt (CSSGB) UK	2007
Prince 2 Foundation Certified (Project Management) UK	2007
Diploma in Business Studies London Academy of Management Sciences	2004/2005
MSc Baluchistan University	1999-2001
BSc Baluchistan University	1994-1996

PROFESSIONAL EXPERIENCE

London School of Business and Finance **2011 – TD**
Programme Leader

Responsible for the operation, monitoring and ongoing development of MBA Programme and providing a positive learning environment for students along with the following duties:

- Responsible for academic and institutional development
- Oversee the effective implementation of MBA programme quality assurance and annual monitoring processes
- Acting as a Team Leader for the programme and ensuring ongoing liaison with all those involved in its delivery, including staff and with Module Co-ordinators responsible for teaching
- Oversee the processing of agreed programme changes and developments, ensuring appropriate consultation with colleagues, External Examiners and students etc.
- Ensure that an appropriate assessment schedule and internal verification is planned, produced and issued to students.

- Undertaking initiatives and reviews in respect of teaching methods, curriculum development and assessment methods
- Ensure that internal and external verification/moderation of instruments of assessment is timeously completed
- Develop and update policies and course related handbooks
- Coordinate the delivery of the courses and ensure to deliver courses to the standards set by awarding bodies

Victoria English College London

Dec 2007 – TD

Director of Studies

Responsible for the smooth educational management and quality educational delivery with the following duties:

- Responsible for academic and institutional development
- Taught modules of Corporate Strategy and Planning, International Business (Case Study), Economics for Business, Strategic Marketing Management and Business Law
- Developed strategic plans
- Developed and updated policies and course related handbooks
- Coordinated the delivery of the courses and ensured to deliver courses to the standards set by awarding bodies
- Provided constant support to students, staff members and Senior Management
- Implemented and complied with the UKBA Tier 4 sponsor register
- Maintained excellent accreditation standards
- Ensured the maintenance of resources and equipment
- Responsible for the day-to-day academic welfare of students

Williams College London

Nov 2007 – TD

Lecturer

Serving the institution as a lecturer and course leader with the following responsibilities:

- Taught MBA/BABM modules of Global Corporate Strategy, International Business Environment, Strategic Marketing and Strategic Management
- Taught at the same level other modules; Applied research, Operations Management and Economics
- Served as a course leader for MBA and DMS (Level 7), responsible for the academic management and overall maintenance of academic standards including assessment procedures, development and operation of courses according to specifications of accrediting bodies
- Planned and developed modules that met students' needs
- Supervised MBA dissertations and assisted students with research work
- Taught students from a diverse range of cultures
- Worked as an Internal verifier for Edexcel BTEC Higher Nationals (HNC/HND, DMS Level 5, 6 and 7), responsible for internal verification and moderation of assignment briefs and monitoring and assessing students' coursework

Williams/Victoria College London**2004 – 2006**

Lecturer

Served the institutions with the following responsibilities and brought about a paradigm shift in the student intake.

- Taught graduate and postgraduate modules of Strategic Management and Marketing
- Prepared syllabus, monitored and evaluated individual student's progress
- Conducted training programmes on teaching methodology
- Coordinated and assisted the administration in general management

Iqra University**2001 – 2004**

Lecturer

Joined the top ranking university as a visiting faculty, leading to permanent and as a head of department:

- Taught Marketing, Organization Behaviour, Business and Managerial Communication and Business English to graduate and post graduate students
- Conducted major events between 2001 and 2003 which resulted in IT promotion and 30% intake of students
- Trained the personnel of UNHCR, NGO's and National Banks on organizational skills and achieved satisfactory results
- Conducted workshops on time and stress management and report writing

ADDITIONAL INFORMATION

- Conducted a comprehensive research and accomplished a project on the Analysis of Risks and Benefits in Offshore IT Outsourcing from the UK
- LLB
- Qualified five times competitive exams for civil services (CSS & major subjects of Political Science, Public Administration, Constitutional Law and Sociology)
- Fully eligible to work in the UK (HSMP)

INTERESTS

Playing squash, reading books, listening to music and travelling

LANGUAGES

Languages: English (Fluent), Urdu (Native), Pashto (Native), Persian (Fluent) Punjabi (Basic)