

Maaz Asif Taimuri

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AIMS & OBJECTIVE

Being an ambitious, confident & hardworking individual, I aspire to enter the workforce with an eagerness to learn and adapt to organizational culture, contributing optimally to organizational goals and objectives.

EDUCATION

- **Bachelor's in supply chain management**
University of Karachi
- **Bachelor's in commerce**
University of Karachi
- **Intermediate (Commerce)**
Govt. Boys Degree College – Gulistan-e-Jauhar, Karachi
- **Matriculation (Science)**
Little Folks School, Karachi

WORK EXPERIENCE

**Department of CHS
Aga Khan University Hospital**

July 2023 — Currently Working

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- ❖ Associate – Undergraduate Medical Education & Post Graduate Medical Education

Administrative Responsibilities:

- Coordinate logistic and administrative arrangement for the CHS undergraduate year-III and Community Medicine Residency programs.
- maintain and update course books, student reports, data, proposal, etc. for undergraduate year III and residency programs.
- ensure regular collection and maintenance of students' teaching evaluation for year both programs.
- coordinate with faculty (internal and external department) for both program's activities.
- coordinate logistical arrangement for visiting faculty and online sessions.
- provide support in invigilation of exams for both programs.
- compile and aggregate examination results.
- provide support to the residency program for internal and external evaluation in liaison with PGME.
- provide administrative support for hiring, firing and all HR related matters for residents.
- maintain alumni database for the residency program.
- provide support in record keeping and coordination related to the internal and external rotation of residents.
- manage Virtual Learning Environment (VLE) and one45 software for both programs.
- routine internal correspondence and assistance to coordinate meetings and taking minutes.

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- ❖ Senior Assistant – Undergraduate Medical Education (UGME)

Administrative Responsibilities:

- Maintaining and updating complete record & files (Students Logbook, Continuous Assessment Forms, Faculty Tutorial Evaluations and End of Clerkship Course Evaluation Forms).
- Assisting Undergraduate Program Activities as indicated by Undergraduate Coordinators/ Education coordinators.
- Assisting in the scheduling of Committee meetings and recording of minutes.
- Preparing and circulating monthly evaluation forms to faculty and students on One45 and maintaining an updated record.
- Maintaining attendance record of Daily Tutorials.
- Assisting in the arrangements of in-service exam and teaching sessions.
- Preparing results of the departmental UGME exams and coordinating closely with the Exam cell.
- Typing various teaching and academic assignments
- Arrangements and installation of audio-visual equipment for the meetings / teaching sessions.
- Coordinate with other departments of AKU for official activities.
- Make logistical arrangements for meetings, exams, SP training, orientation & academic sessions.
- Perform routine tasks given by the assigned faculty members & Supervisor.
- Maintain Records of Students and Faculty evaluations & feedback
- Updating information on One45
- During the COVID times all the UG academic sessions and trained faculty and students for the online learning systems provided by university which include Microsoft teams, VLE & MOODLE & Zoom.

- ❖ SUKH Project based on Family planning & Women Child Health

Responsibilities:

- Data Management and Analyzing.
- Supervisor on field and editing the forms.

- ❖ Research Assistant

Affiliated with these Projects:

- Identifications of Hospital-based factors association with 30-days clinical outcomes in Pediatrics patients with moderate to severe Head Injury
- The Difference in Impact Of Direct Versus Inter facility Transfer On 30 Day Mortality Of Adult Road Traffic Crash Victims Presenting To The ED Settings Of Three Tertiary Care Hospitals In Karachi.
- Pan Asian Resuscitation Outcome Study (PAROS).
- Prevalence and determinants of Dog Bite injuries in patients presenting to emergency departments. South- Asian Burns Registry (SABR)
- Gender related factors associated with the severity of heat stroke and mortality in a recent heat wave in the largest metropolitan city of Pakistan – A single center cross-sectional study.
- Non-Compliance Quality Project for Faculties concern
- Utilization of Trauma Care amongst HIV/AIDS Patients in Karachi, Pakistan; a Mixed Method Study”
- Child-friendly activities in the ED to improve patient / parental satisfaction.
- Utilization of the Clinical Respiratory Score for Predicting Clinical Outcomes in Children with Respiratory Distress Presenting to the Pediatric Emergency Department: A Prospective Observational Study

Responsibilities:

- Data quality checks and management
- Data cleaning writing codes and entering data in SPSS and EPI transcribing tapes and handwritten notes; learn and use technology to do these tasks more efficiently.
- Develop and maintain project databases in SPSS and Epi Data Medical record review for research or audit.
- Translate and design questioners of research projects using InPage.
- Management and interactive skills and proved to be outstanding group competitor & lead in active & inspiring atmospheres.
- Manage data collection projects by meeting paper and electronic mailing deadlines Handle and protect confidential and sensitive data with integrity.

Sole Proprietor Business Firm**May 2013 — September 2014**

- ❖ Accountant

Responsibilities:

- MSOffice
- Telecommunication
- Printing Documents
- Scanning Documents
- Filings and all the responsibilities

Home Tuition

- “Home tuition teaching experience since last 2 years as a part time”

SKILLS**Computer Skills:**

1. Python Programming
2. Office Automation
3. Microsoft Word
4. Microsoft Excel
5. Microsoft PowerPoint
6. SPSS And Epi Database
7. Virtual Learning Environment

Personal Skills:

1. Effective Communication
2. Time Management
3. Project Management

INTERESTS

- Cricket, Gaming

PERSONAL INFORMATION

- Father's Name: Mirza Muhammad Asif Taimuri
- CNIC No: 42501-6981306-9
- Passport Number: FZ1883061
- Date of Birth: 18-July-1993 Riyadh, RSA
- Religion: Islam
- Marital Status: Married
- Nationality: Pakistani

REFERENCES

- References available upon request

