

Shahid Amin

Date of Birth: March 13, 1975
Marital Status: Married (with 3 kids)

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SUMMARY

Skilled professional with more than 20 years of diverse national and international experience within the medical institutions.

Strong understanding of all aspects of assessment's planning, administration, execution and quality management including, curriculum alignment, blue printing, mentoring and guiding staff, improving work performance, ensuring compliance with policies, interpreting post-hoc analysis, resolving problems and improving procedures and policies.

Computer literate with proficiency in various assessment software's applications includes IDEAL database, Optical Mark Reader (OMR), online OSCEs.

Proven ability to manage multiple assignments under minimal supervision, while meeting tight deadline schedules. Reputation as self-directed professional with excellent problem solving, communication, analytical and management skills. Frequently rewarded and appreciated for superior performance.

EDUCATION AND CREDENTIALS

- **MCS – Specialization in Software Engineering** **2001-2003**
Mohiuddin Islamic University Azad Jammu & Kashmir - Pakistan
- **Management Skills development** (C.R. 17-14966) **21 May, 2017 – 23 May, 2017** (18 hours)
MEIRC Saudi Arabia C.R. 8976Al-Khobar
- **Quality Management** **27 November 2017- 30 November, 2017** (24 hours)
RMG

PROFESSIONAL EXPERIENCE

Assessment Coordinator (August 23, 2013 – until today)

College of Medicine, King Saud bin Abdulaziz University for Health Sciences

Ministry of National Guard Health Affairs, Riyadh. Kingdom of Saudi Arabia

Primary commitment:

- To implement and manage the comprehensive assessment program of the College for the purpose of institutional advances in accordance with national and international assessment standards.
- To provide continuing support for assessment activities, assist with the analysis of assessment approaches and outcomes and report such outcomes to concerned officials.
- Ensure smooth business execution in assessment unit by following defined policies and procedures
- To practice continuous improvement by consistent analysis of effective assessment tools and methods in the market.

Responsibilities:

- Preparation and Execution of assessment training programs for internees in assessment unit.
- Receiving assessment artifacts (questions, exams, reports etc.) from faculty, perform initial reviews before formal peer review.
- Assessing and suggest changes in assessment method and tools in order to be aligned with current best practices.
- Preparation of business cases to suggested tangible improvements in current business practices.
- Preparation of results along with quality assurance to minimize margin of error by using automated tools.
- Reviewing regularly the quality and effectiveness of the assessment process and methods for ensuring that it continues to meet institutional (IPP), national and international standards and for making improvements in operations.
- Working with internal development teams for development of new assessment tools and continuous improvements in existing assessment measures.
- Developing post-hoc analysis reports as necessary to help faculty to evaluate the effectiveness of tests and test items in terms of validity and reliability.
- Supervise timely and comprehensive reporting as necessary to help faculty and to facilitate management for decision-making.
- Producing analysis on annual performance trends of assessment items, and provide writers with results on their items' performance in the form of item analysis.
- Testing scoring both electronic and/or manual as appropriate; maintenance of computer and written records of test use and scores.
- Ensuring practice of security measures for received items, exams, results etc.
- To ensure quality, reviewing and validating exams and results administered by the assessment unit before submitting to the grade center.
- Course reports at the end of each block for the deanship of quality management (DQM).

Online (Electronic) Examination:

- Overseeing the administration of the At Taqyeem online assessment application for the College of Medicine (Male and Female).
- Delivering essential training and support to faculty and assessment personnel.
- Handling user management tasks including the creation and editing of user accounts as needed.
- Granting access to relevant faculty members within their respective disciplines.
- Evaluating and approving new item contributions submitted by faculty.
- Managing item banking and authoring processes.
- Organizing item folders based on disciplines for the selection of items for exam.
- Creating and publishing exams online or in paper format according to management decisions.
- Generating results and conducting psychometric analyses using the At Taqyeem application for both online and paper-based exams.
- Aligning curriculum mapping with Course Learning Outcomes (CLOs) and Program Learning Outcomes (PLOs).

Assistant Examination Officer (September 1, 2009 – July 12, 2011)

Shifa College of Medicine, Islamabad - Pakistan

Responsibilities:

- Continuous grooming of Item Bank.
- Compilation of Examination Papers.
- The processing and issuing of examination results in line with examination board requirements and college policies and procedures with absolute confidentiality.
- Score through Optical Mark Reader (scanner) the answer sheets of multiple choices questions and provide list of scores with complete statistical analysis and visuals.
- Preparation of Grade sheets after Psychometric analysis of Exam.
- Participation in Assessment Committee meetings to review current practices and suggest optimizations.

- Preparation of standard and case specific assessment reports.
- Compute and compile all examination results and maintain a valid and accurate record of all examination data.
- Continuous coordination with student's parents for their perusal.
- Co-ordinate and manage the MBBS Professional examinations with liaison with the University.
- Conduct the B. Sc. Nursing Professional examination.
- Validate MBBS and Nursing transcripts received by University.
- Responsible for making all logistics arrangements for college examinations as well as College Entrance Exam.
- Safekeeping and storing of Examination Office archives.
- Designing of Prospectus, Newsletter etc., for printing purposes.

Key Responsibilities:

- Ensure that security procedures are adhered to in the operations of the Examination Office and maintaining strict confidentiality in all examination matters.
- Liaising with the Senior Leadership Team (Data & timetabling to discuss deadlines and other exam related issues)

Dealing with post results enquiries, processing and communicating this to departments and parents/guardians.

Accounts Officer / Graphic Designer (July 1, 2005 – August 30, 2009)

Masscomm Solutions (Event Consultants)

- Responsible for Payments of Vendors, procurement, bank reconciliation, petty cash, feasibility reports and processing of projects.
- Liaison with clients and vendors.

Assistant In-charge Admissions (October 16, 1999– June 30, 2005)

Islamic International Medical College (IIMC) – Pakistan

Islamic International Dental College (IIDC) – Pakistan

Riphah International University (RIU)

- Providing support for registration and admissions.
- Issuance of prospectus and collection of admission forms from the applicants.
- Operate and manage database for the admissions of MBBS and BDS students.
- Participated in database optimization while working local database development team.
- Conducting final selection in accordance with selection criteria of PMDC.
- Preparation of standard admission and registration related reports.
- Logistic support for various workshops and events arranged by organization.
- Played team lead while managing a workshop on Research Methodology, Biostatistics & Medical Writing.
- Presentation at 7th International Dental Congress, Islamabad, Pakistan.
- Assist Head Dental Section.
- Maintain record of student attendance and results.
- Coordination with the Pakistan Medical and Dental Council.
- Administration of the Dental Section.
- Assist in interviews of faculty and students as well.

SKILLS

- Exceptional skills with Microsoft word and Excel.
- Striking skill for Presentations with Microsoft PowerPoint.
- Corel Draw (For Graphic Designing),
- Adobe Photoshop
- Inpage (Urdu Software)
- Basic computer troubleshooting.
- Primitive Project Management skill focusing on project plan and execution.

PROJECTS & REWARDS:

Creating OMR Answer Sheets for the entire university program was assigned as a project following the Vice President's directives. The project's quality underwent testing across the entire university's programs. Following a successful trial, detailed instructions for precise printing at the NGHHA Printing Press and scoring by the respective assessment coordinators for each college were provided. The project represents a valuable asset in the university's economy, and in acknowledgment of this contribution, appreciation has been extended.

Aligning the curriculum for medical graduate blocks involves developing a valuable blueprint to guide the faculty in their preparations.

Languages Proficient in English, Urdu, and regional language
 Arabic (Speaking & Understanding) – Beginner