

# Burhanuddin Ali

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Date of Birth: 29<sup>th</sup> December, 1989

Place of Birth: United Arab Emirates

Nationality: Pakistani



## **Objective:**

Secure a challenging career opportunity that utilizes my educational trainings, rich work experience and professional expertise, contributing significantly to the organization's success.

## **Academic Qualification:**

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|--------------------------|---|
| <b>Master's Degree</b>   | <b><u>Master of Science in Management Sciences (MScMS)</u></b><br>Shaheed Zulfikar Ali Bhutto Institute of Science and Technology<br>(Anticipated Graduation in December, 2022) |
| <b>Master's Degree</b>   | <b><u>Master of Business Administration (MBA)</u></b><br>Dadabhoy Institute of Higher Education<br>(December, 2015)   |
| <b>Bachelor's Degree</b> | <b><u>Bachelor of Commerce (B.com)</u></b><br>University of Karachi<br>(June, 2011)   |

## **Work Experience**

### **Indus Hospital**

Assistant Manager

June 2022- till to date



## **Work Responsibilities:**

- Communicating extensively with faculty to acquire program copy, faculty disclosure forms, conflict of interest resolutions, syllabus materials and other materials to ensure ACCME guidelines compliance;
- Promoting educational programs at national and international platforms and to represent the Indus Hospital & Health Network globally when needed;
- Supporting the CME Director in program planning, accreditation and completion of ACCME course application, Assisting with coordination of corporate support, and regular follow ups with educational supporters, creating materials and registration packages for CME meetings;
- Overseeing production of program syllabus and other program materials, including presentation abstracts, outlines, power point presentations, faculty lists, evaluation forms, and others;
- Coordinating marketing plan and production of promotional materials; maintaining database and updating contact information, coordinating shipment status,
- Supervising exhibit floor show, including but not limited to managing exhibits at CME courses, managing trouble shoots, answering queries, resolving problems, and overseeing catering events in exhibit areas;
- Overseeing financials for each meeting account, processing and dispensing payments, preparing income and expense reports. Keeping track of income deposits log, handling of cheque requisitions for payment of invoices, follow-up on pending invoices and maintenance of payment record. Preparing and submitting final reports for each CME program.



**Work Responsibilities:**

- Served as an Acting Administration Advisor for a year;
- Provided business development strategies and consultancy to the Centre in Nairobi for establishing CME section;
- Supervised marketing and business development of strategic relevance for the Centre in Karachi;
- Created donor packages for both Centre's (Karachi & Nairobi);
- Strong follow up on securing donor fundings;
- Handled documentation processes regarding budgeting and AACME accreditation of the events;
- Regular meetings with faculty to generate new ideas to offer workshops & courses;
- Administered the funds of the organization according to the approved budget and monitored the monthly cash flow of the Centre;
- Elevated Centre's profile, projected its image & promoted the brand through representation at conferences, meetings, events, media outreach & at public events;
- Maintained records related to operations and services that are complete, accurate, available & in compliance with all legal, regulatory, and policy requirements (SSH standards);
- Managed the complex interdepartmental and interdisciplinary relationships to assure collaboration and effective/efficient operations;
- Acted as a risk management coordinator.



➤ **The Aga Khan University, Centre for Innovation in Medical Education**  
Analyst – Operational Management  
January 2019- February 2021

**Work Responsibilities:**

- Supervised the general operation of the simulation center to provide a wide variety of simulation experiences;
- Maintained records related to operations and services that are complete, accurate, available, and in compliance with all legal, regulatory, and policy requirements (SSH standards);
- Worked with finance department to prepare a comprehensive budget; see that the Centre operates within the budget;
- Continually assessed all services, identifying problems, and utilized data to analyze and propose innovative approaches for solutions;
- Coordinated with Companies/Institutes for organizing of various workshops & symposiums;
- Assisted in planning and organizing short courses /workshops with AKU faculty;
- Monitored finances & ensured sustainability & viability of the Centre;
- Handled documentation process regarding budgeting and AACME accreditation of the workshops and conferences;
- Managed and reported rental matters of the facility.



THE AGA KHAN UNIVERSITY

➤ **The Aga Khan University, Centre for Innovation in Medical Education**

Senior Assistant – Administration

April 2017- December 2018

- Coordinated general operations of the simulation center to provide a wide variety of simulation experiences;
- Acted as the primary contact for scheduling all medical center, university schools, departments and external clients utilizing the simulation center including data management of CIME;
- Coordinated with Companies/Institutes for organizing of various workshops & symposiums;
- Assisted in planning and organizing short courses /workshops with AKU faculties;
- Handled financial issues, rental matters of the facility, and providing detailed report to the manager;
- Coordinated with Faculty of Health Sciences and other departments to setup and carry out OSCE;
- Processed purchase requisitions, Release of payments & Material stock requisitions;
- Attended meetings on behalf of Manager and representing CIME in high profile events;
- Provided necessary IT support when required.



The Aga Khan University Hospitals

➤ **Aga Khan University Hospital - Department of Surgery**

Senior Assistant – Research and IT

March 2012- March 2017

- Assisted in planning and organizing short courses and research related workshops;
- Served as the secretary to DRC (Department Review Committee);
- Keeping track of ongoing research grants;
- Maintain database of all research projects;
- Assisted in planning and organizing short courses and research related workshops;
- Coordinated with Ethical review committee regarding research projects;
- Coordinated weekly Grand rounds & student sessions;
- Provided support in Academic activities (UGME & PGME);
- Troubleshooting and solving hardware/software faults;
- Email configuration & remote installations.

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**Awards and Achievements:**

- Presented with Advocacy Award at IMSH 2021 by the Simulation Operations & Technology Section.
- Awarded Best **Administrative Staff** for year 2016 on Annual Day (17-12-2016) at Aga Khan University Hospital.
- **Master Trainer** of Pakistan Life Savers Programme (PLSP)
- Facilitating as instructor in **Clinical Simulation Operators Programme**.

- Designed and operationalized **Simulation Centre** in Nairobi.
- Played a vital role in achieving the full accreditation of the Karachi Centre from **Society for Simulation in Healthcare (US based society)**.
- Media talk on **Express News** regarding the healthcare simulation and its impact.  
[https://www.youtube.com/watch?v=K53QLY\\_rETo&t=877s](https://www.youtube.com/watch?v=K53QLY_rETo&t=877s)
- Conducted a workshop on **Students as Partners not just Learners at S3 Conference 2019** Beyond the Now: Transforming Healthcare Simulation. October 23rd-25th, Singapore.
- Initiated the idea of going beyond the boundary to benefit the healthcare community from simulation-based education and conducted CME activities in **Multan, Islamabad, Peshawar & Lahore**.
- Co-facilitated Clinical Simulation Workshop at **Yusra University Islamabad**

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### **Abstract Presentation and Research Paper:**

- Presented my published article **Simulated learning in rural community environment: pushing the boundary virtually as short communication at AMEE 2021**. 27th-30th August, 2021. (Akber, B.A., Rajani, M.I., Khalid, F. et al. Simulated learning in rural community environment: pushing the boundary. Adv Simul 6, 5 (2021). <https://doi.org/10.1186/s41077-021-00155-3>).
- Abstract presentation on Developing a communication and marketing strategy for a simulation centre at SESAM Glasgow 2019
- Presented "PechaKucha" on Introducing Simulation Based Education in Pakistan at 3rd Biennial Scholarship of Teaching & Learning Conference held at The Aga Khan University Hospital on November 27th, 2019.

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### **Trainings:**

- Microsoft Office 2007 course from (Aptech).
- General English Language Proficiency course from Centre of English Language (AKU).
- Project Management with Corporate Study held by AUC Technologies.
- Strengthening Research Planning using Elsevier Tools-Scopus, Science Direct & Mendeley
- Endnote training from Research office AKU
- SPSS training from Research office AKU

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### **References:**

- Would be furnished upon request