

Dr. SAQIB YAQOOB MALIK

Higher Education Commission Approved PhD Supervisor

EXECUTIVE SUMMARY

A competent and versatile business professional and teacher, offering eight years of practical experience in human resource management and administration. And also six years of teaching experience in Management Sciences. Excellent in communication and result oriented teaching with inculcating the basic concepts and control over the students.

TEACHING EXPERIENCE

- Currently I am working as an Assistant Professor (Management Sciences) in the Department of Management Sciences at Preston University, Islamabad Campus since January, 2023- till date.
- Served as Assistant Professor (IPFP), Department of Business Management in Federal Chartered Public Sector University in Pakistan University of Baltistan, Skardu from Dec.2021to Dec. 2022.
- Four years of teaching experience as a visiting lecturer in the areas of Business Management and Human Resource Management to graduate and Master's programs in Silver Oaks Institute of Management Sciences & Inform. Technology, (SimSit) Islamabad (affiliated with Northern University, Nowshera).
- **HEC Approved PhD Supervisor:** Currently supervising Ph.D. (HRM) scholars' research theses.
- **National Faculty Development Program (NFDLP) HEC,2021**
Successfully completed four-week NFDLP, Higher Education Commission, Pakistan learning program aims to accelerate the transfer of essential knowledge, skills, and attitudes in three dimensions of a successful career as a faculty member: (1) teaching and learning, (2) applied research, and (3) professional practice.

PROFESSIONAL EXPERIENCE

- **Production Editor:** One year experience as Production Editor in MDRI Publications- Administrative and Management Sciences Journal. Pakistan.
- Eight years of practical experience in Human Resource & Administration in well-reputed organization, Tops Foods & Beverages Rawalpindi (Pakistan) from March, 2008 to July, 2016.
Worked as Executive (HR & Admin) March, 2008 to May, 2011.
Worked as Sr. Executive (HR & Admin) May, 2011 to July, 2016.
(Job responsibilities are given at the end of this CV).

PROFESSIONAL EDUCATION

2024

Currently I am doing Post Doc.in HRM from Malaysia.

2023-24

Research Fellowship, (HRM) Department of Media Management, University of Religions and Denominations, Iran

2020

Doctoral Degree of Management (HRM)
Northeast Forestry University, Harbin, China.
Ranked #401-420- QS WUR Ranking, 2023.

2013

MS- in Human Resource Management.
Muhammad Ali Jinnah University, (Pakistan).

2005

MBA-Master of Business Administration,
in Management, Islamabad, (Pakistan).

2003

Graduation
in Economics, University of the Punjab, (Pakistan)



Email:

malikhashir58@yahoo.com

drsaqib@preston.edu.pk

Cell & whats app #

+92-336-5683590

Passport: AP0768214

Postal/permanent

Address:

House # 272, St # 114,
Sector I-10/4
Islamabad. Pakistan

CORE COMPETENCIES

Research-oriented, excellent administrative capabilities to handle students from various backgrounds and origin, good control and command over the class environment.

PUBLICATIONS

- I have 17 research publications in Management & HRM (including **eight** impact factor publications Web of Science-SSCI and rest of publications are in the international journals and “Y” category journals as recognized by HEC, Pakistan).
- **Total Citations 700**
- **H index- 8**
- **i10 index- 6**

link: <https://scholar.google.com/citations?user=W2pxWt0AAAAJ&hl=en>

1. Sustainability journal: Web of Science (**Impact factor 3.8**), (As the First Author).
Title: “Pathways towards sustainability in organizations: Empirical evidence on the role of green human resource management practices and green intellectual capital”.
Status online: Sustainability 2020, 12, 3228; doi:10.3390/su12083228
2. Sustainability journal: Web of Science (**Impact factor 3.8**), (As the First Author).
Title: “Corporate Social Responsibility, Green Human Resources Management, and Sustainable Performance: Is Organizational Citizenship Behavior towards Environment the Missing Link?”
Status online: Sustainability 2021, 13, 1044; /doi.org/10.3390/su13031044
3. Journal: Frontiers in Psychology: Web of Science (**Impact factor 3.3**), (As second Author).
Title: "The Moderating Role of OCBE on relationship between Green Supply Chain Management Practices and Sustainable Performance".
Status online: <https://doi.org/10.3389/fpsyg.2022.876516>
4. Journal: Frontiers in Public Health Web of Science: (**Impact factor 4.8**), (As co-author).
Title: Impact of Covid-19 on the Wellbeing of Micro and Small Entrepreneurs of Rural Pakistan.
Status online: <https://www.frontiersin.org/articles/10.3389/fpubh.2022.993412/full>
5. Sustainability journal: Web of Science (**Impact factor 3.8**), (As second Author).
Title: “Assessing the impact of corporate social responsibility, green shared vision on voluntary green work behaviour: Mediating role of green human resource management”
Status Online: Sustainability 2023, <https://www.mdpi.com/2071-1050/15/23/16398>
6. Forests Journal: Web of Science (**Impact factor 3.28**), (As co-author).
Title: “Poverty and Prosperity: Impact on Livelihood Assets of Billion Trees Afforestation Program in Khyber Pakhtunkhwa (KPK), Pakistan”.
Status online: Forests 2019, 10, 916; doi:10.3390/f10100916
7. Journal of Public Affairs: Willey, Web of science (Impact factor 0.266), (As co-author).
Title: “An Analysis of Causes of Delay and Cost Overrun in construction of Hydropower Project”.
Status online: <https://onlinelibrary.wiley.com/doi/abs/10.1002/pa.2285> DOI: 10.1002/pa.2285
8. Sustainability journal: Web of Science (**Impact factor 3.8**), (As co-author).
Title: Employees’ Perceptions of Green Supply-Chain Management, Corporate Social Responsibility, and Sustainability in Organizations: Mediating Effect of Reflective Moral Attentiveness.
Status online: <https://www.mdpi.com/2071-1050/15/13/10528>
9. Gomal University Journal of Research: (“Y” Category) as recognized by HEC, Pakistan. (As the First Author). Title: “The effects of sustainable human resource management practices on employee performance: the moderating role of organizational commitment”.
Status online: <http://www.gujr.com.pk/index.php/GUJR/article/view/1224>

10. Administrative and Management Sciences Journal: ("Y" Category) as recognized by HEC, Pakistan. (As the Second Author) Title: "The impact of Ethical Leadership on Stressors and Employee Performance".
Status online: <http://mdripublishing.com/index.php/AMSJ/article/view/60/37>
11. Health sciences journal: ("Y" Category) as recognized by HEC, Pakistan. (As First Author).
Title: Relationship between job embeddedness, ethical climate with nurses' turnover: the moderating role of locus of control and perceived employment alternatives.
Status online: <http://mdripublishing.com/index.php/HSJ/article/view/49>
12. Administrative and Management Sciences Journal: ("Y" Category) as recognized by HEC, Pakistan. (As Corresponding Author). Title: Improving branchless banking in berlin, Germany: The effects of promotional strategies.
Status: <http://mdripublishing.com/index.php/AMSJ/article/view/61/38>
13. Journal: Multi-Disciplinary Publishing Institute Pakistan: (As second Author). Title: "Does Commitment Moderate Relationship between Green Human Resource Management Practices and Employee Performance".
Statusonline: https://www.researchgate.net/publication/369019066_Does_Commitment_Moderate_Relationship_between_Green_Human_Resource_Management_Practices_and_Employee_Performance#fullTextFileContent
14. International Journal of Management Sciences and Business Research: (As the First Author).
Title: "Measuring Employees' Job Satisfaction as Moderated by Cultural Dimension Power Distance in Public and Private Sectors Pakistani Organizations".
Status online: https://papers.ssrn.com/sol3/papers.cfm?abstract_id=2896607
15. Sir Syed Journal of Education & Social Research: (As corresponding author). Title: "Diamar Basha Project: An analysis and solution through Hall-Tri Dimension.
Status online: <https://www.sjesr.org.pk/ojs/index.php/ojs/article/view/418>
16. IGI GLOBAL: (As the First Author).
Title: "Measuring moderating effects of Power distance between job satisfaction facets and overall decision of job satisfaction".
Status online: <https://www.igi-global.com/chapter/measuring-moderating-effect-of-power-distance-between-facets-of-job-satisfaction-and-overall-decision-of-job-satisfaction/215091>
17. **Conference Paper:** First International Conference on Emerging Trends in Engineering, Management and Sciences December 28-30, (ICETEMS-2014) Peshawar, Pakistan
Status online: <https://www.researchgate.net/publication/359603182>

RESEARCH INTERESTS

Green HRM, sustainable performance, organizational commitment, HRM practices, OCBE, job satisfaction and employee performance, Corporate Social Responsibility

CURRENT RESEARCH WORK

Currently working on various research papers that are being reviewed.

Ph.D. THESIS

- My Ph.D. thesis title "Impact of Sustainable Human Resource Management Practices on Forest Employees Performance: The Moderating Role of Income and Organizational Commitment". I have used Andrew F. Hayes process file for moderation. Partial least squares structural equation modeling (PLS-SEM) was used for confirmatory factor analysis. Besides, exploratory factor analysis (EFA) also used for validating the instruments.

MS (HRM) THESIS

- In my MS (HRM) thesis research I have applied modern statistical and econometric techniques. I have demonstrated relevant theories of HRM besides applying modern research methods and statistical and econometric tools using software like SPSS.

JOB RESPONSIBILITIES- (HR & ADMIN)

- ❖ Responsible for providing administrative support to the company and managing employee queries.
- ❖ Responsible for preparing regular reports of budgets estimates, expenses and maintaining records.
- ❖ Responsible for office reporting, develop and carry out efficient documentation and filing system for both paper and electronic records.

- ❖ Preparation of salary and ensuring compilation of data for salary disbursement monthly basis to all staff and officers.
- ❖ Plan, organize and manage the work of subordinate staff to ensure that the work is accomplished in a manner consistent with organizational requirements.
- ❖ Ensure the smooth and adequate flow of information within the company to facilitate other business operations.
- ❖ Prepares information and research for top management needs.
- ❖ Prepares reports, presentations, and data and correspondence for meetings.
- ❖ Systematically filling and forwarding all correspondence such as letters, files to staff members.
- ❖ Plans/organizes and implements events such as meetings, arrange executive travel and hotel reservations for local/foreign delegates.
- ❖ Handle requests, feedback, and queries quickly and professionally.
- ❖ Approval of reimbursement of staff expense claims and urgent payments.
- ❖ To keep liaison with auditors.
- ❖ Recruitment and appointment of staff.
- ❖ Internal postings and transfers of staff.
- ❖ Approving job descriptions and advertisements.
- ❖ Monitoring employee performance.
- ❖ Advise on pay and other remuneration issues, including promotion and benefits
- ❖ Internal postings and transfers of staff.
- ❖ Implements maintain and review payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, taxes, and other deductions.