

SANA SAJJAD

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Career Profile:

I am a results-driven professional with a strong background in research writing, editorial work, and project planning. With a Master's in Project Management and a Master's in Human Resource Management, I have demonstrated expertise in strategic planning and development through my roles as a Journal Editor at JISEM and an Associate Research Writer at Zhende Consulting. My experience includes creating impactful research documents, ensuring editorial excellence, and contributing to project development and planning. I bring a global perspective from international work and freelancing, with a commitment to accuracy, timeliness, and enhancing organizational credibility through high-quality research and content.

I am eager to expand my portfolio and contribute to an exciting team.

Personal Profile and Skills:

- Demonstrated ability to deliver impactful research while upholding the highest standards.
- An independent hardworking self-made person with a positive temperament and approach.
- Accomplished professional in research writing, emphasizing precision and editorial excellence.
- Committed to ensuring client satisfaction, meeting stringent deadlines, and enhancing organizational reputation.
- Proficient in effective communication, leadership, and cultivating a culture of continuous growth and development.
- A proficient and meticulous editor and proofreader with attention to detail and accuracy.

Education:

2022-2024	MS Project Management Faculty of Management Sciences Riphah International University Thesis: "Synergizing the Impact of Stakeholder Engagement and Project Agility: Pathways to Sustainable Project Management with Knowledge Management as a Moderator" Achieved an A grade for this research-focused thesis, demonstrating expertise in sustainable practices and project management strategies.
2019-2022	Masters in Human Resource Management Final Internship Report: Internship Report on WINGSOLS Faculty of Management Sciences Virtual University Islamabad

Research Projects

Manuscript 1

Title: Digital Transformation in E-Commerce: Enhancing Customer Loyalty and Purchase Intention Through Online Shopping Experience and Product Knowledge

(Co-Author) – Currently under review

Manuscript 2

Title: Examining the Mediating Role of Supplementary Services and Brand Attachment to Determine Customer Satisfaction and Brand Loyalty

(Co-Author) – Currently under review

Work History:

Duration	August 2023 – May 2024
Organization	Journal of Information Systems Engineering and Management (JISEM), Zhende, China
Designation	Journal Editor at JISEM

Essential Responsibilities and Duties

- **Editorial Excellence:** Demonstrated a commitment to maintaining the highest editorial standards by meticulously reviewing and editing academic manuscripts, ensuring clarity, coherence, and adherence to publication guidelines.
- **Quality Assurance:** Played a pivotal role in enhancing the overall quality of published articles by conducting rigorous proofreading, formatting, and fact-checking, resulting in increased credibility and reputation of the JISEM journal.
- **Author Collaboration:** Collaborated effectively with authors to provide constructive feedback and suggestions for improving their submissions, fostering a positive and productive relationship between authors and the journal.
- **Publication Timeline Management:** Proficiently managed publication schedules, ensuring timely release of issues, and effectively coordinated with the editorial team, reviewers, and authors to meet publication deadlines.
- **Proofreading Excellence:** Demonstrated an unwavering commitment to maintaining the highest editorial standards through meticulous proofreading of academic manuscripts. This process involved ensuring precision in grammar, spelling, and formatting, ultimately guaranteeing the utmost clarity, coherence, and adherence to the publication guidelines set by JISEM.

Work History:

Duration	June 2022 – July 2023
Organization	Zhende Consulting Co. China
Designation	Associate Research Writer

Essential Responsibilities and Duties

- **Strategic Document Creation:** Proficiently crafted research reports, proposals, and whitepapers, showcasing expertise in research methodologies, data analysis, and synthesis for impactful documents. Additionally worked on multiple PowerPoint presentations.
- **Diverse Project Contribution:** Collaborated across various research initiatives, including papers, theses, and interdisciplinary projects. Delivered valuable insights and data analysis.
- **Accessible Knowledge Dissemination:** Translated complex research into clear, concise language. Produced articles

and content for effective knowledge sharing.

- **Data Analysis Expertise:** Demonstrated proficiency in data analysis tools like SPSS, ensuring reliable research findings. Applied statistical methods for enhanced credibility.
- **Editorial Precision:** Ensured editorial excellence by meticulously checking grammar, proofreading content, and formatting documents to adhere to industry standards.
- **Client Engagement and Liaison:** Effectively engaged with clients, facilitating project clarity and objectives. Acted as a liaison, addressing inquiries, providing updates, and integrating client feedback.
- **Deadline Precision:** Consistently met tight deadlines, maintaining high accuracy standards. Ensured punctual delivery of research outputs to clients, stakeholders, and academia.

Work History:

Duration	February 2021 – May 2022
Organization	D-Mark
Designation	Research Writer

Essential Responsibilities and Duties

- **Research Excellence:** Demonstrated expertise in research methodologies, data analysis, and information synthesis, ensuring precision in research reports, proposals, and whitepapers.
- **Project Diversity:** Contributed significantly to a broad spectrum of research projects, including research papers, theses, reports, and interdisciplinary initiatives, collaborating effectively with cross-functional teams.
- **Training and Mentorship:** Provided valuable training and mentorship to colleagues, elevating their research writing skills and fostering a collaborative and skilled team environment.
- **Quality Assurance:** Employed rigorous quality assurance measures throughout the research process, including thorough grammar checking, proofreading, and formatting, resulting in impeccable research documents.

Work History:

Duration	More than 4 years- Present
Designation	Freelance writer (Direct)

Essential Responsibilities and Duties

- **Research Project Specialist:** Specializing in the creation of research proposals, theses, entrepreneurial reports, and research across diverse fields, including law, tourism management, business management, and project management.
- **Client Collaboration:** Directly collaborate with clients to thoroughly understand project requirements and objectives, ensuring the delivery of tailored and high-quality research outputs.
- **Expertise in Diverse Fields:** Exhibit versatility by immersing into various fields, conducting comprehensive research, and delivering insightful content tailored to specific niches.
- **Deadline Adherence:** Consistently meet project deadlines, maintaining meticulous attention to detail to ensure the timely delivery of high-quality research projects.
- **Client Satisfaction:** Prioritize client satisfaction by providing regular updates, incorporating feedback, and delivering well-researched and professionally written documents.

Work History:

Duration	December 2020– January 2021 (6 weeks)
Organization	WING SOLS
Designation	HR Intern

Essential Responsibilities and Duties

- **Database Management:** Updated and maintained internal databases with new employee information, ensuring the accuracy and accessibility of data.
- **Payroll Data Collection:** Gathered and organized payroll data, including leaves, working hours, and bank account information, streamlining the payroll process.
- **Resume Screening:** Conducted initial screenings of resumes and application forms, efficiently filtering candidates to meet job requirements.
- **Interview Coordination:** Scheduled and informed candidates about interview dates and times, managing logistics and communication effectively.
- **Job Postings:** Uploaded and monitored job advertisements across various job boards and career pages, ensuring widespread visibility.
- **Report Preparation:** Assisted in preparing HR reports, and compiling relevant data and information for departmental needs.
- **Employee Queries:** Addressed employee queries regarding benefits, providing clear and confident responses to enhance employee satisfaction.
- **Policy Review and Distribution:** Reviewed and distributed company policies in both digital and hard formats, ensuring compliance and awareness.
- **Event Organization:** Participated in organizing company events and career days, supporting senior staff, and gaining practical experience.

Achievements:

- **Certificate of Appreciation - Zhende Consulting:** Recognized with a Certificate of Appreciation for outstanding contributions while working at Zhende Consulting.
- **Consistent High Performance:** Maintained consistently high-performance results during tenures at both Zhende and D-Mark.
- **Multiple Bonuses - Zhende Consulting:** Acknowledged with bonuses multiple times for exceptional work at Zhende Consulting.
- **Best Presentation Award - Zhende:** Received an award for making the best PowerPoint presentations at Zhende.
- **Reviewer Certificate - JISEM:** Received two Certificates of Appreciation as a reviewer from the Journal of Information Systems Engineering and Management (JISEM).
- **Microsoft Office Specialist Certification:** Achieved certification as a Microsoft Office Specialist for Office Word.
- **University Awards - Organizing Committee:** Recognized by the university with multiple awards while serving as a member of the organizing committee.
- **Sports Certifications - University:** Earned several sports certifications from the university, showcasing a commitment to both academics and physical fitness.
- **Certificate - State Youth Parliament:** Received a certificate from the State Youth Parliament for participation in the All-Pakistan Youth Convention on "Nazria e Pakistan."

- **MS Research:** Got A grade in research within the domain of “Sustainable Project Management”

Training Skills, and Certifications:

- **Youth Leadership Workshops - MDF Center and National Incubation Center:** Actively participated in a series of "Youth Leadership Workshops" organized jointly by the MDF Center for Leadership Development and the National Incubation Center.
- **Career Class Crash Course - RUDN Youth Entrepreneurship (RYEP):** Engaged in the Career Class Crash Course conducted by RUDN Youth Entrepreneurship (RYEP), a Corporate Social Responsibility (CSR) initiative.
- **Leadership Training - CDA Training Academy:** Completed the 47th Training Course on Leadership offered by the CDA Training Academy, enhancing leadership skills and knowledge.
- **Certified Lean Six Sigma:** Yellow Belt Completed (**Green Belt Ongoing**)
- **Microsoft Office Suite:** Proficient in Word.
- **Leadership:** Demonstrated leadership abilities through roles in organizations and workshops.
- **Statistical Analysis:** Skilled in statistical analysis techniques using SPSS to extract meaningful insights from data.
- **Agile Methodologies:** Familiarity with Agile principles and practices, as suggested by the Lean Six Sigma certification.
- **Social Impact:** Passion for social causes and a commitment to making a positive impact.
- **Professional Diploma in Agile and Project Management:** MTF Institute
- **Professional Diploma in Business Project Management:** MTF Institute
- **Foundations of Business Strategy:** Completed a course offered by the University of Virginia.
- **Agile Project Management:** Completed a Google course on Agile Project Management.