

SANA NIGAR AYESHA

ABOUT ME

I am a seasoned professional with over 13 years of diverse experience spanning human resources, research coordination, and department management. I have a proven track record of leading teams, optimizing processes, and driving organizational success. My academic foundation includes an MS in Strategic Management, which has equipped me with advanced analytical and management skills. I thrive in dynamic environments, leveraging my expertise to align organizational goals with strategic objectives while fostering a culture of excellence and innovation.

PROFESSIONAL EXPERIENCE

Department Manager

Department of Pharmacy,

IQRA University, Islamabad | 2021-present

Responsible for handling of all administrative matters at the department including keeping correspondence with regulatory authority and other internal and external bodies on behalf of the department, courses offering and instructor allocation, managing the workload of faculty, managing the max. and min. CrHrs of students in a semester, looking at the registration & fee related quires, dealing with timetable management issues, ensuring the classes to be held on time, hiring of visiting faculty and external examiners for each semester, writing the meeting minutes of departmental meetings, release of honorarium to visiting faculty, external examiners, teaching assistants and permanent faculty for extra load, processing the research/publication incentive, maintaining the records of course folders, arranging the study and recreational trips for the students, providing the managerial assistance to the department in all kind of extra curricular activities including seminars, competitions, etc, serveing as a liaison between faculty, students, and university administration, ensuring clear communication across all parties, representing the department in meetings with university administration and external stakeholders, advocating for departmental needs and priorities.

Department Manager / Research Coordinator

Business Administration Department,

IQRA University Islamabad, 2018-2021

I was responsible to manage all research (thesis/project) activities (starting from registration in the thesis till allocation of grade) carried out at any level from Bachelor to Ph.D. along with all duties of a Department Manager in a department.

CONTACT DETAILS

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- sana@iqraisb.edu.pk
- <https://www.linkedin.com/in/sana-ayesha-122993b5/>

SKILLS

- Communication
- Management & Organizational Skills
- Problem-Solving and Analytical Skills
- Employee Engagement and Retention
- Negotiation Skills
- Strategic Thinking
- Cultural Awareness and Diversity Management
- Financial Acumen
- Adaptability and Change Management
- Networking and Relationship Building

TECHNICAL SKILLS

- Blackboard
- Learning Management System (LMS)
- OLR administration Panel
- Human Resource Information System (HRIS)
- Microsoft (MS) Office
- Writer, Presentation, Spreadsheets
- (WPS) Office
- Softsole
- Odoo



ACHIEVEMENTS

- Role of Honor (PU)
- Position Holder (College)

LANGUAGES

Can proficiently Speak & Write
English and Urdu

REFERENCES

Dr. Raja Mazhar Hameed

Prof. Bahria University and
Ex MD, National Book Foundation of
Pakistan
Contact: +92 333 5500050

Dr. Imran Riaz Malik

Assistant Professor
Capital University of Sciences &
Technology
Contact: +92 333 5247038

Dr. Kishwar Sultana

Professor
Iqra University, Islamabad
Contact: +92 336 0557360

Assistant Manager HR / Vice President's Office Manager

IQRA University Islamabad, 2011-2018

- Human Resource Administration
- Recruiting & Hiring
- Performance Management/Monitoring
- Workplace Health & Safety
- Release of Salary & Honorarium(s)
- Compensation & Benefits
- Human Resources Information Software (Softsole)
- Ensuring Compliance with regulatory Authorities
- Handling Disciplinary Needs
- Monitoring of Timing of employees
- Dispute Management
- Employee Grievance & Dissatisfaction
- Staff Training
- Assisting Employees
- Record Keeping

At the same time, being Vice President's Office Manager, I was responsible for managing the decorum of Vice President's Secretariat in all aspects.

EDUCATION

MS (Strategic Management)

IQRA University, Islamabad | Graduated: 2019

Masters of Business Administration in Finance

AIOU, Islamabad | Graduated: 2009

Bachelors of Education (B.Ed)

AIOU, Islamabad | Graduated: 2013

Bachelors of Science

PU, Lahore | Graduated: 2006

RESEARCH PUBLICATIONS

Saqib Bashir, Aamir Nawaz, and Sana Nigar Ayesha. "Remittances and Female Financial Inclusion: A Global Perspective". Journal of Development and Social Sciences, vol 4 (1). 2023

Saqib Bashir, Aamir Nawaz, and Sana Nigar Ayesha. "Financial Inclusion Profile: Socio-Economic Determinants, Barriers, and the Reasons for Saving and Borrowing in Pakistan". International Journal of Asian Social Science, AEISS, vol. 12 (10). 2022

Saqib Bashir, Aamir Nawaz, and Sana Nigar Ayesha. "The significance of Female Financial Inclusion for Human Development". Under review