

Nadia Shafeeq Mughal

 **Home** : Pakistan, 46000, rawalpindi, Pakistan
 **Email:** nadia_shafique92@hotmail.com  **Phone:** (+92) 3305311730
Gender: Female **Nationality:** Pakistani

ABOUT ME

Professional Summary

Dynamic and results-oriented Human Resources professional with over 5 years of extensive experience in HR management, recruitment, and driving organizational success. Proficient in leveraging advanced tools such as Power BI, Tableau, and SPSS to enable data-driven decision-making and optimize employee engagement. Expertise in strategic HR planning, analytics, and organizational development, with a proven track record of implementing initiatives that boost employee satisfaction and enhance organizational performance

EDUCATION AND TRAINING

- [02/2012 – 03/2016]

Masters in Business Administration
National university of modern languages <https://www.numl.edu.pk/>
City: islamabad | **Country:** Pakistan | | **Final grade:** CGPA: 3.00/4.00
Major: Human resource management
- [09/2009 – 08/2011]

Bachelors in Arts
University of the Punjab. <http://www.pu.edu.pk/>
City: rawalpindi | **Country:** Pakistan | | **Final grade:** Percentage 63%.
Majors: Computer science, Geography
- [09/2012 – 12/2013]

Bachelor of Education
Allama Iqbal Open University. <https://www.aiou.edu.pk/>
City: islamabad | **Country:** Pakistan | | **Final grade:** Percentage 70%.

RESEARCH WORK & PUBLICATION

1. Mughal, N. S. (2024). Impact of job stress on job performance and innovative work behavior in the construction industry of Pakistan: Role of psychological capital (PsyCap) as a mediator. *Journal of Management and Research*, 11(1), 149-184.
<https://doi.org/10.29145/jmr.111.06>

2. Mughal, N. (2023). Reviewing the Impact of Macroeconomic Components on the Performance of the Construction Industry. *International Journal of Business and Management Sciences*, 4(4), 105-127.

3. Mughal, N. (2024). The Impact of Work-Life Balance Programs on Organizational Performance: The Mediating Role of Work Ethics. *International Journal of Business and Management Sciences*, 5(1), 56-72

WORK EXPERIENCE

- [02/2019 – 08/2023]

Assistant manager Human Resources
Structax consultants
City: Islamabad | **Country:** Pakistan

1. Developed and implemented HR strategies and initiatives aligned with the overall business.

2. Manage the recruitment, screening, interviewing, and selection process.

3. Maintained attendance reports and processed salaries.
- [09/2016 – 05/2018]

Human Resources coordinator

Army Public School & College

City: rawalpindi | **Country:** Pakistan

1. I adeptly manage classroom schedules and coordinate examinations, optimizing the learning environment for students.
2. I oversee the recruitment process, maintain comprehensive employee records, and administer benefits efficiently.
3. I am dedicated to ensuring rigorous HR compliance and fostering a positive and productive work atmosphere at APS.

[09/2013 – 09/2013]

Ujala School System

City: rawalpindi | **Country:** Pakistan

1. Provide education to children and young adults.
2. Prepare lesson plans and materials.
3. Monitor student progress.

PROFESSIONAL CERTIFICATIONS

[02/08/2024 – 30/08/2024]

Compensation and benefits

HRCI

Link: <https://www.coursera.org/>

[02/08/2024 – 05/08/2024]

Human Resource Analytics

University of California, Irvine

Link: <https://www.coursera.org/>

[11/04/2023 – 23/05/2023]

Microsoft Data Analysis and Visualization with Power BI

Microsoft

Link: <https://www.coursera.org/>

[01/10/2023 – 15/02/2024]

Data analytics and intelligence

Virtual University, Islamabad. Pakistan

Link: <https://www.vu.edu.pk/>

[01/10/2023 – 15/02/2024]

Freelancing

Virtual University, Islamabad. Pakistan

Link: <https://www.vu.edu.pk/>

[01/06/2007 – 01/07/2007]

English Level-I

National university of modern languages. Islamabad

Link: <https://www.numl.edu.pk/>

AWARDS AND ACHIEVEMENTS

Got 2nd position in Geography in graduation.

Got merit position in Persian language in graduation.

CONFERENCES AND SEMINARS

Career Planning

One day Workshop in 2014 at National University of Modern Languages (NUML), Islamabad, Pakistan.

Global HR and it's Challenges

One day seminar at National University of Modern Languages (NUML), Islamabad, Pakistan.

International Conference

2 NUML international Conference in 2014.

Books that inspires life

Organized and attended a seminar on National Book Day as a project at National University of Modern Languages, Islamabad.

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s):

English

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

RESEARCH SOFTWARE SKILLS

SPSS, Power IB, Tableau, R, AMOS, SMART Pls, NVIVO, Endnote, Mendelay, Canvas, ASTA Power projects

RECOMMENDATIONS

Name: 1. Dr. Hina Shahab Assistant professor

Organization: National University Of Modern Languages, Islamabad.

Phone number: (+92) 0519265100 | **Email:** hshahab@numl.edu.pk

Name: 2. Dr. Fauzia Mubarik Associate professor

organization: National university of modern languages, Islamabad, Pakistan

Phone number: (+92) 0519265100 | **Email:** fmubarik@numl.edu.pk