

Syeda Fasiha Imtiaz

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EDUCATION:

B.PA: Fatima Jinnah Women University **2013-2017**

Major Course: Human Resource Management

ICS: Global College of Sciences **2012-2013**

Major Courses: Computer, Physics, Mathematics

Matric: Army Public School & College System **2011-2012**

Major Courses: Biology, Chemistry, Mathematics, Physics

SKILLS:

Photoshop, Microsoft Office, SPSS, ODOO, Smatyfy.

WORK EXPERIENCE:

ORIC, National University of Medical Sciences **Feb 6, 2023 – Present**
Assistant Manager

- Managing and coordinating the activities of the Institutional Review Board (IRB).
- Facilitating the IRB approval process for research proposals.
- Maintaining Data base of NUMS Publications.
- Overseeing the publication reimbursement process. Maintaining accurate records.
- Keeping the faculty updated with all internal and external available research opportunities.
- Inviting and managing research applications and keeping a track of all processes involved from application to approval and dissemination.
- Providing administrative support, such as scheduling meetings, preparing reports, and managing documentation.
- Supporting the Deputy Director (Marketing and Commercialization) by engaging in promotional activities, such as creating marketing materials, organizing events

Al-Huda International School
Academic Associate

Aug 22, 2022 – Feb 3, 2023

- Comprehended various academic documents such as progression tests question types, end term tests PS and SS structure, IGCSE syllabus, IGCSE Syllabus change document and proofread and suggest changes in the tests according to the standardized documents.
- Took initiative and suggested improvements in academic procedures for any project assigned.
- Prepared consolidated curriculum review sheets, identified gaps and wrote comments.
- Extracted information from multiple documents and compiled different reports to be presented to officials.
- Studied trends developed from the software.
- Worked with new assessment soft wares and further trained other recruits.
- Developed schedules to ensure timely dispatch of standardized Unit assessments.
- Proofread and corrected the tests from the ones submitted according to the standardized SOPs of specific project and suggested changes in order to train other colleagues.
- Ensured timely submission/dispatch of test from/to all Branches.
- Conducted training sessions.
- Collaborated with the Branches in case of any query.
- Ensured that all the files/folders/data were properly maintained in hard/soft copies.

Al-Huda International School
HR Officer

Dec 14, 2019 – Aug 21, 2022

- Managed the recruitment processes including ensuring prompt long listing and short-listing; facilitated assessment processes like practical demonstration and interview.
- Created a suite of document templates e.g. employment contracts, variation to contract letters, invitation to meeting letters, resignation letters, etc.
- Produced employment contracts and variation to contracts in line with authorized management requests.
- Maintained an up-to-date library of job descriptions and person specifications for allposts within the school.
- Administered payroll, processing starters/leavers, and changes and additions to pay including changes in hours, additional payments, maternity leave, salary increments, etc., by completing relevant paperwork.
- Answered payroll questions and facilitated resolutions to any payroll errors.
- Coordinated staff performance appraisal processes.
- Prepared and provided HR reports on all HR department activities, including recruitment, termination, training and development, etc. as required.
- Supervised the implementation and maintenance of the filing system for all staff.
- Managed Attendance and associated issues.
- Monitored and responded to telephone and HR mailbox queries.

Silver Oaks Schools and College G-13 Branch.
Campus Administrator/Academic Coordinator

Jul 10, 2017 – Dec 21, 2019

- Responsible for Campus Outlook, maintenance and Guardian Staff's supervision.
- Looked after Reception area – answered telephones, received guests/visitors and took messages for the Campus Head.
- Handled initial admission process i.e. form filling, registration fee collection etc. and collected required admission papers then passed to the concerned department.
- Hired, trained and advised staff.
- Maintained daily log on ADR.
- Kept record of and maintained school's inventory.
- Prepared weekly & monthly reports i.e. attendance record, new hiring and exit report.
- Entered and updated staff and student data.
- Scheduled and conducted lesson planning meetings, observations etc.
- Compiled student result along with team.
- Prepared Timetables.
- Addressed and responded to parental notes/concerns.
- Managed and conducted PTCs.

COMMUNICATON AND WORKSHOPS

- Participated in 2 days basic training on “E-Pak Acquisition & Disposal System (E-PADS)” organized by PPRA, Islamabad.
- Participated and managed 3 days Capacity Building Training on Substance and Abuse Prevention Skills, organized in context for Local Challenge Fund by Higher Commission, Pakistan and Supported by World Bank.
- Attended training session regarding ICTs and E-banking. Organized by the Department of Public Administration, Fatima Jinnah Women University.
- Participated in National Conference on Public Administration and Management. Organized by department of Public Administration, Fatima Jinnah Women University.
- Participated in one day HOFL-IV Wilderness based training.
- Aailed 6 weeks internship program at State Bank of Pakistan, Business Service Corporation, Rawalpindi.
- Took part in Youth and Business Leaders Conference. Organized by the faculty of Management Sciences, Riphah International University at National library of Pakistan.
- Participated in Punjab Youth Festival, Runner up Punjab women cricket tournament.
- Volunteered at Shiny Tot Academy, tutored primary, high school students.
- Open Resource Summit held in Islamabad, HEC.
- Indigenous Entrepreneurship Conference at Islamabad Stock Exchange.
- Three days community work at Fauji Foundation Hospital, Rawalpindi.
- Assisted Execution manager at Eventree Pvt. Limited.
- Ambassador of Advisory Counsel at Fatima Jinnah Women University.

CO CURRICULARS

- Member of “Character Building Society” (CBS) at National University of Medical Sciences.
- Member of Women’s Cricket team at Fatima Jinnah Women University.
- Participated in Inter-University Female T-20 Cricket Tournament 2014 at Preston University.
- Took part in cricket tournaments organized by PCB
- Took part in Punjab Youth Festival cricket tournament and stood as runner ups.

REFERENCES

Mr. Sajjad Ali Shah

Director

State Bank of Pakistan

sajjad.shah@sbp.org.pk

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Ms. Saadia Khan

Former HR Manager

Al-Huda International School

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