



Saba Ejaz

MPhil. Scholar

PERSONAL PROFILE:

I am a Post Graduate Scholar of International Relations at National University of Modern Languages (NUML), Seeking impactful work experience to enhance skills and contribute to knowledge.

CAREER OBJECTIVES:

I possess ambitious aspirations as a professional, with a vision for innovation and leadership through my experience, I have cultivated core competencies that enrich organizational efficiency and effectiveness. I aim to utilize my expertise to cultivate a vibrant work atmosphere conducive to productivity. My career goals prioritize continuous learning and personal development for ongoing advancement

EDUCATION:

Feb, 2023 To Present	Master of Philosophy (M.Phil.) in International Relations, Islamabad, National University of Modern Languages (NUML)
Oct, 2018 To July, 2022	Bachelor of Science in Defence and Diplomatic Studies (DDS), Rawalpindi, Fatima Jinnah Women University

EMPLOYEE HISTORY:

Feb, 2024 To Feb, 2024	Facilitator and Rapporteur at Food and Agriculture Organization of the United Nations • Worked as Facilitator for the Gwadar Lasbela Livelihoods Support Project Phase-II under FAO Technical Assistance for Fisheries Policy & Legislation • Rapporteur and Facilitator in the two-day Stakeholder Consultation Workshop on Baluchistan Fisheries Policy & Legislation, GLLSP-II
Feb, 2022 To Feb, 2022	Teacher at Al- Khidmat Foundation Orphanage • Taught English and Math to Grade 1 students • Planning teaching, including lectures, seminars/tutorials and learning materials • Meeting students individually to discuss progress • Checking and assessing students' work

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Islamabad

July, 2021 To
Sept. 2021

Researcher at *Inter Services Public Relations (ISPR)*

- Research based assignments on matter of national security
- Daily analysis of important developments pertaining to national security
- Rapporteur for the Daily developments of South Asia

August 2021 To
Sept. 2021

Internship Coordinator at *Inter Services Public Relations (ISPR)*

- Participation in coordinating training activities in the department
- Selection of students for internship and preparation
- Maintenance and finalizing of lists of selected or finalized Internees/ students
- Assisting the students in their internship related queries
- Connect to the students who were experiencing any kind of difficulty in joining the internship, maintaining attendance of internees and Arrangement for lunch of internees.

July 2020 To
Sept. 2020

Researcher at *Sustainable Social Development Organization (SSDO)*

- Team leader on research-based assignment on 'Waste of plastic bags and their impact on environment.
- Presentations on matters of daily affairs
- Managed research assistants by cross-checking work and providing support

Nov
2019

Volunteered as Event Manager at *Pakistan Institute for Conflict and Security Studies (PICSS)*

- In two days, conference on Kashmir issue, Pakistani at and Nationalism, my duties included; Stage setting and management, Received the worthy guest speakers and audience and guide them to their respective seats, Photography and videography of the entire event

April
2019

Volunteered as Event Manager at *Taqreebaat*

- Setting up the stage and make sure that all the resources are available
- Design and Decoration of the event
- Security of the event

Skills:

- Verbal and written communication
- Research
- Teamwork
- Creativity
- Good understanding of Microsoft Office tools like MS Word, Power Point and Excel

