

HUMA BATOOL

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An accomplished and talented professional with more than 07+ years of experience of teaching, administrative work and research activities in different government and private sector institutes. Demonstrated experience in delivering and undertaking successful research projects. Strategic thinker and good time management skills to cater to various tasks assigned.

EXPERIENCE

NCUK – Riphah International University, Islamabad. (Visiting faculty)

September 2023 – present

NCUK – Riphah International University, Islamabad. Admission Officer (Additional Charge)

January 2025– March 2025

Role & Responsibilities:

- ✦ To provide exceptional customer service to students, addressing inquiries related to admissions, financial aid, and academic programs.
- ✦ Assisted in the review and evaluation of applications, ensuring compliance with institutional requirements.
- ✦ To facilitate information sessions and webinars for prospective students

University of Baltistan (UoBS), Skardu. (Admin. Officer/ Assistant Reg. office)

September 2020– February 2023

Role & Responsibilities:

- ✦ To provide first-class confidential secretarial and administrative support, and provision of senior administrative office support as required, covering all functions related to Registrar office.
- ✦ To provide comprehensive and high-quality day-to-day professional and operational support.
- ✦ To plan and priorities workloads, organize senior staff meetings, manage diaries and maintain the information required by Registrar and Deputy Registrar.
- ✦ To develop appropriate information retrieval systems (paper based and electronic)
- ✦ To document important decisions and to communicate to both internal colleagues and external contacts.
- ✦ Liaising with other Officers of the University, Executive Deans, Controller Examination section and Project Directors, in particular, very close liaison with the Higher Education.
- ✦ Commission, Presidency, Kashmir Affairs and local Government.
- ✦ Organization and preparation of papers (working paper/ Agenda) for meetings, including obtaining additional information when necessary. Making all possible arrangements for meeting.
- ✦ To Plan meetings, take detail minutes and to notify all the approved minutes.
- ✦ Develop and maintain a filing system

GLOF-II, Project, UoBS, Skardu. (Coordination)

September 2020 – December 2020

Role & Responsibilities:

- ✦ Knowledge, attitude and practices (KAP) studies as well as documenting local/ indigenous knowledge in target district of Baltistan division.

- ✦ *Assessment of potential socio-economic impact of Climate change (CC) and GLOFs and development of socioeconomic profiles of targeted valley/district*
- ✦ *Documentation and demonstration of indigenous knowledge / best practices (2 Demo in GB) for GLOF risk reduction and climate change adaptation in targeted valley and districts.*

Riphah (NCUK) International University, Islamabad.(Lecturer)

September 2018 – July 2020

Role & Responsibilities:

- ✦ *Demonstrable cross-cultural awareness and understanding.*
- ✦ *Deliver lectures to graduate level students.*
- ✦ *To assess, track and provide relevant and timely formative feedback on achievement, progress and development needs to students, academic and other managers/colleagues, including student records and integrate this into weekly and termly planning.*
- ✦ *To set, evaluate, and mark promptly a range of formative and summative assessments as appropriate for students including placement tests, course work, homework, examinations in accordance with the College Assessment and Marking Policy and procedures and to record marks and grades on College systems as requested.*
- ✦ *Ensure accurate attendance records are kept for every lesson using the College electronic systems.*

Fatima Jinnah College, Skardu.(Coordinator, Admission Officer)

June 2015 –May 2017

Role & Responsibilities:

- ✦ *To ensure effective curriculum delivery, the achievement of departmental goals, learning outcomes and the meeting of targets and benchmarks.*
- ✦ *Key role in the development of a positive work environment and working relation.*
- ✦ *To work with the leadership team to achieve the college vision and mission.*
- ✦ *Being proactive in the support of colleagues in both academic and behavior- related matters.*
- ✦ *Supervising performance and progress of colleagues*
- ✦ *Promoting professional development of staff.*

**Karakoram International University (KIU), Gilgit. (Research Associate)
(Project in collaboration with HEC & SEED)**

September, 2012 - May, 2015

Role & Responsibilities:

- ✦ *To visit the project area for sample collection, and preparation for sample extract.*
- ✦ *To document medicinal plants and relevant indigenous Knowledge of local community*
- ✦ *To investigate and document the therapeutic property of relevant plants*
- ✦ *To validate the therapeutic properties by using different techniques at laboratory*
- ✦ *To compile data, statistical analysis of data and result compilation*
- ✦ *To submit a complete write up to relevant authorities*

Karakoram International University Gilgit. (Lecturer)

September 2011 – December 2011

Role & Responsibilities:

- ✦ *To ensure effective curriculum delivery, the achievement of departmental goals, learning outcomes and the meeting of targets and benchmarks.*
- ✦ *To deliver lecture in accordance with course outline to BS (Hons) enrolled students.*
- ✦ *Research Supervision of BS (Hons) final year student.*
- ✦ *To conduct counselling session.*
- ✦ *To perform duties as part of examination committee*

F.G Degree College, Skardu.(Lecturer/Society head)

March,2009 – May2011

Role & Responsibilities:

- ✦ *To ensure effective curriculum delivery, the achievement of departmental goals, learning outcomes and the meeting of targets and benchmarks.*
- ✦ *To deliver lecture in accordance with course outline to intermediate and graduate level.*
- ✦ *Ensure extra-curricular activities, and active working of science society.*
- ✦ *To perform duties as part of admission committee.*

Institute of Nuclear and Medical Science, Lahore .(Research assistant, PU)

August, 2007 – September, 2008

Role & Responsibilities:

- ✦ *To investigate the role of tumor markers for early diagnosis.*
- ✦ *To document blood profile of cancer patients and their family under supervision of oncologist.*
- ✦ *To investigate and document common life style contributing factors in life of cancer patient.*
- ✦ *To ensure privacy of interviewee.*
- ✦ *To investigate targeted group blood samples through ELISA Tech.*
- ✦ *To submit a complete write up to university*

EDUCATION

M.Phil. Public Policy (course work completed)

Riphah International University, Islamabad.

<https://riphah.edu.pk>

M.Phil. Agriculture and Food Technology

Karakoram international university, Gilgit.

<http://www.kiu.edu.pk>

M.Sc. Biochemistry and Biotechnology

University of Punjab, Lahore.

<http://www.pu.edu.pk>

Bachelor of Science

University of Punjab, Lahore.

<http://www.pu.edu.pk>

SKILLS

- ✦ MS OFFICE

STATISTICAL SKILLS

- ✦ SPSS
- ✦ Statistix
- ✦ Minitab