



Saleha Tabassum

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📍 House # 4, Lane # 6 Opposite to TCF school, Gulshan e iqbal, Dhamial road, Lalazar 2 Rawalpindi

PERSONAL SUMMARY

I am driven to leverage my leadership expertise and industry knowledge to secure a challenging management role that fosters growth, innovation, and teamwork. My career interests include strategic planning, operational excellence, talent development, and driving business results in a dynamic and collaborative environment.

EDUCATION

12/2008

Fatima Jinnah women university

MSc: Psychology, Anthropology,

Sociology

GPA: 2.9

09/2013

Quaid e Azam University

MPhil: Anthropology

GPA: 3.7

SKILLS

- Problem solving
- Empathetic listening
- Network building
- Project management tools use
- Conflict Resolution
- Leadership development
- Performance improvement
- Talent acquisition

EXPERIENCE

01/2024 - Current

Visiting Lecturer

Foundation University Islamabad

- Department hospitality and management
- Delivered engaging lectures in Anthropology to undergraduate students.

08/2021 - 10/2023

Campus Representative Officer

City Grammar School | Rawalpindi

- Functioned as Campus Representative Officer, overseeing all administrative responsibilities.

02/2020 - 07/2020

Visiting Faculty

Quaid-i-Azam university | Islamabad

- Served as a visiting faculty and teaching anthropology to undergrads students of environmental sciences

02/2015 - 01/2020

Visiting Faculty

Bahria university | Islamabad

- Served as a visiting faculty and taught sociology, entrepreneurship, technical report writing & presentation skills, anthropology, social development, women empowerment, qualitative research methodology to undergrads students of social sciences, management sciences, electrical engineering and computer engineering departments

02/2018 - 07/2019

Visiting Faculty

Nust university (SEECs) | Islamabad

- Taught Psychology to undergrads students

09/2016 - 01/2017

Visiting Lecturer

Szabist university | Islamabad

- Taught courses comparative religion & Pakistan Studies to Bachelors students

09/2015 - 01/2017

Lecturer

Arid university | Rawalpindi

- Served as a visiting faculty and taught anthropology and social psychology to undergrads students

02/2012 - 06/2012

Visiting Faculty

Foundation University | New Lalazaar, Rwp

- Served as a visiting faculty of anthropology for Bachelors and Masters students

09/2009 - 10/2010

Class Teacher, Subject Specialist & Sports Coach

Army Public School and College System | Jarrar camp, Rwp

- Served as a class teacher, subject teacher and sports coach as being professional player of badminton and gold medalist in volley ball

REFERENCES

1. Dr. Waheed Chaudhary

Designation

Associate Professor/ Head Of Department

Department Of Anthropology Faculty Of Social Sciences

Quaid i Azam University, Islamabad

Phone

0345-8543733

Email

chaudhryw@hotmail.com

2. Mrs. Romana Basharat

Designation

Principal

City Grammar School, GT Road, Rawalpindi

Phone

0336-5148747

4. Dr Ilyas

Designation

Head of Hospitality and Management Department

Foundation University, Islamabad

Phone

0333-4247889