

LAIBA ANJUM



PERSONAL DETAILS

H# CB 1406, Muhammadi colony, near Askari II, 46000 Rawalpindi
laibaanjum05@hotmail.com, +923335235364
Date of birth: October 8, 1997
Gender: Female
Nationality: Pakistani

PROFILE

A dedicated professional who is keenly believe that effective listening is paramount in addressing and resolving workplace challenges. Moreover, I am actively pursuing a challenging role within a dynamic organization that values continuous learning and knowledge expansion. My goal is to secure a position where I can contribute meaningfully with my innovative ideas, aligning with the company's needs and driving mutual growth. Experienced in coordinating and managing operations with focus on maintaining high standards and commitment to teamwork. Excels in fast paced environment and problem solving under pressure.

EMPLOYMENT

Research Assistant

Jul 2025 - Present

Fast National University, Islamabad

As a Research Assistant, I help the lecturer with academic research tasks like finding articles, organizing material, and entering simple data. I also support beginner students by teaching them how to search for information, use reference tools, and understand basic research steps. My role is to make research easier and less scary for new learners. I work like a helping hand between the teacher and students, so everyone can learn and grow together in a friendly environment

Trainee Officer - Patient Billing and Cash

Sep 2023 - Feb 2024

Kulsum International Hospital

- Executed posting of charges and ensured accurate completion of claims for submission to payers.
- Carried out all duties in a professional and timely manner, adhering to organizational standards and deadlines.
- Developed care plans, coordinate patient care services, registered patients more than 70 per day, give them protocols and work with healthcare providers to ensure patients receive the necessary treatment.
- Implemented, maintained, and provided reports on various programs to optimize billing processes

Research Officer

Jan 2020 - Jan 2022

Riphah International University

- Identified areas of research to deepen understanding within a specific field.
- Planning drafted research proposals, and submitted applications to supervisor.
- Developed and executed research plans, including designing experiments and surveys.
- Conducted data collection, recording, and analysis using appropriate methodologies.
- Interpreted data analysis results to draw meaningful conclusions and inferences.

EDUCATION

PhD. In Management Sciences – HRM

Riphah International University

Sep 2023 – Present

MS In Management Sciences – HRM

Riphah International University

2021

Masters of Commerce

Riphah International University

2020

Bachelor of Commerce

University of Punjab

2018

Intermediate of Commerce

Punjab College of Commerce

2016

Matriculation (COMPUTER SCIENCE)

EFA Montessori and High School

2014

CERTIFICATES

CHRP – Bahria University

2025

PUBLIC SPEAKING – Al-Midrar Institute

2025

GRANT PROPOSAL WRITING – Riphah International University

2025

SKILLS

MS Office

Photography

SPSS

Video Editing

Management

Leadership

Active Listening

Presentation Skills

Communications

Teamwork

Emotional Intelligence

Research skills

ACHIEVEMENTS & WORKSHOPS

ATTENDED 3RD INTERNATIONAL CONFERENCE OF SCIENCES, AT RAWALPINDI WOMEN UNIVERSITY AS AN ORAL PRESENTER, **2024**

ATTENDED ELSEVIER WORKSHOP ON HOW TO FIND IMPACTFUL JOURNALS, **2024**

ATTENDED WORKSHOP ON AI LITERATURE TOOLS, **2024**

STRATEGIES FOR SUCCESS IN REPUTABLE JOURNALS BY DR. SAJID ALI YOUSUF ZAI, **2025**

ATTENDED 12TH APPLIED BUSINESS RESEARCH CONFERENCE, AT CUST UNIVERSITY AS A PARTICIPANT, **2025**

LANGUAGES

English

Urdu

Punjabi

HOBBIES

■ Reading

■ Calligraphy

■ Gardening

■ Painting