

SABA KHALIL

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SUMMARY

Experienced researcher and former research assistant with over 7 years of English teaching experience and 2 years as a lecturer in Education. Skilled in research methodologies, academic project support, and delivering quality instruction. Known for strong analytical abilities, a passion for continuous learning, and a commitment to advancing research and educational development.

WORK EXPERIENCE

Examiner & Invigilator Federal Board of Intermediate & Secondary Education, Islamabad	Jan 2023 - Present
Tutor (Part-Time) Allama Iqbal Open University (AIOU), Islamabad	Jan 2019 - Present
Research Assistant NRPU-Department of Educational Sciences National University of Modern Languages (NUML), Islamabad	Feb 2023 - Jan 2024
Research Associate Journal of Research in Social Sciences (JRSS) National University of Modern Languages (NUML), Islamabad	Oct 2021 - Sep 2022
Lecturer of Education H.I.T. Degree College, Taxila Cantt	Oct 2016 - Sep 2018
Teacher of English Al-Huda High School, Rawalpindi	April 2012 - Oct 2016
Teacher of English British Academy School System, Rawalpindi	Jan 2008 - Dec 2010

EDUCATION

Ph.D. Education National University of Modern Languages (NUML), Islamabad AOS: Organizational Behavior	Oct 2021 - In Progress
M. Phil. Education PMAS-Arid Agriculture University, Rawalpindi AOS: Educational Psychology	Sep 2015 - Sep 2017

KEY SKILLS

- **Microsoft Office:** Advanced proficiency
- **Canva:** Graphic Design, & Content Creation
- **Data Analytics:** Statistical Analysis, Software Proficiency
- **Data Tools:** SPSS, AMOS
- Data Visualization, & Interpretation
- Problem solving.
- Good Interpersonal Skills
- Good Communication Skills
- Attention to details.
- Fluent in English.

PROJECT(S)	National Research Program for Universities (NRPU), HEC Jan, 2023 - Jan, 2024 National University of Modern Languages (NUML), Islamabad
TRAINING/ WORKSHOP PRESENTER	Introduction to Microsoft Office to Secondary School Teachers Nov 04, 2023 Gazi, Haripur
CERTIFICATION/ DIPLOMA	Introduction to Statistical Package for Social sciences (SPSS) 2021 National University of Modern Languages (NUML), Islamabad Information Technology 2019 AutoCAD College of Information Technology, Rawalpindi Shorthand Typing 2018 Iqra Educational & Technical Council, Rawalpindi Diploma in English Language 2007 National University of Modern Languages, Islamabad
PUBLICATIONS	Khalil, S., Aurangzeb, W., & Begum, J. (2024). Unveiling Leadership Styles in Work Life Balance: Insights from a Systematic Literature Review. iRASD Journal of Educational Research, 5(1), 53-66. https://doi.org/10.52131/jer.2024.v5i1.2491 Khalil, S., Aurangzeb, W., & Arshad, U. (2024). Sustainability Ethics in Social Work Education: Nurturing Ethical Leaders for a Sustainable Future. Social Issues, 2(Special Issue), 49-66. https://au.edu.az/userfiles/uploads/9c97784aeaba56c8bb3c7c1b4d6d6c0a.pdf Khalil, S., Aurangzeb, W., Batool, S., & Zahoor, Z. (2022). Occupational stress among academic coordinators at university level in Pakistan: A gender based comparative study. Liberal Arts & Social Sciences International Journal (LASSIJ), 6(2), 233-253. https://doi.org/10.47264/idea.lassij/6.2.13
CONFERENCE PRESENTATION	Paper presentation for 1st International Conference on Social Sciences (ICoSS-2023) Oct 12, 2023 National University of Modern Languages, Islamabad. Perceived Ease of Use and Usefulness of Technology Integration for Learner Engagement at The Primary Level: A Mixed-Methods Study
PEER REVIEWER	Asian Journal of Agricultural Extension, Economics, & Sociology ISSN: 2320-7027 1 Review - 2024 International Research Journal of Public & Environmental Health ISSN: 2360-8803 1 Review - 2023 Journal of Humanities, Social & Management Sciences ISSN: 2788-4791 3 Reviews - 2023 Liberal Arts & Social Sciences International Journal ISSN: 2664-8148 3 Reviews - 2022