

LARAIB SADIQ

Wanias Girls Hostel Gulberg Greens Islamabad

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Objective:

Seeking a position in an organization where I can grow in terms of knowledge, skills and attitude and put to an effective use my analytical abilities and professional competence in the areas of accounting, taxation, auditing, finance, and research to align self-development with organizational development.

Profile:

An energetic, self-motivated, and hardworking professional, able to use own initiative and work as part of a team. An effective communicator at all levels within an organization with effective leadership skills. Good writing, problem solving and analytical skills.

Personal Information:

Father's Name	:	Subha Sadiq
Date of Birth	:	18th October 1995
Nationality	:	Pakistan
Languages	:	English, Urdu, Punjabi

Experience:

❖ **Visiting Senior Lecturer –| Faculty of Social Sciences–Gulberg Greens Campus Riphah International University| August 2024 – Present.**

Subject:

Entrepreneurship (MLT, DPT, Optometry and HND Departments)

Responsibilities:

- Delivering high-quality and engaging lectures on subjects in accordance with the faculty's policies and guidelines.
- Conducting activities aligned with the updated policies, contributing to the academic advancement of the department.
- Developing and finalizing comprehensive syllabuses within stipulated timelines to ensure effective teaching and learning outcomes.
- Regularly updating the department in-charge of teaching activities, providing timely reports for necessary actions.
- Preparing detailed reports on teaching, and academic program development at the end of each academic session for submission to the principal.
- Maintaining accurate attendance records of all students and promptly providing the coordination office with necessary information during examination announcements.
- Provide personalized academic support through regular office hours, addressing student queries, and offering guidance on coursework.
- Collaborate with fellow educators to shape and improve the curriculum for study programs.
- Ensuring timely assessment of examination answer books and submitting results to the examination department within the prescribed deadlines.

Qualifications:

Academic Qualification:

	Year	School/College/Institution	Performance
PhD in Management Sciences (Specialization in HRM)	----	Riphah International University Islamabad	3.7 in course work
MS Management Sciences (Specialization HRM)	2022	Riphah International University Islamabad	CGPA 3.50/4.00
Master of Commerce	2021	Riphah International University Islamabad	CGPA 2.91/4.00
Bachelor of Commerce	2016	Wings Girls College Chakwal	1 st Div.
ICS	2012	Myers College Chakwal	2 nd Div.
Matric (Science)	2010	Pak Public School Dhudial	1 st Div.

PUBLICATIONS:

- Ethical Leadership and followers, workplace incivility: Analyzing mediating Role of workgroup Norms and moderating Role of moral attentiveness JOURNAL OF TIANJIN UNIVERSITY SCIENCE AND TECHNOLOGY March 10, 2023
<https://tianjindaxuexuebao.com/details.php?id=DOI:10.17605/OSF.IO/75DVH>

CERTIFICATIONS:

- Certification on Grant Proposal Writing Modular Workshop in June 2025 from FAST AND Riphah University.
- Certification On Smart PLS, EndNote, G*Power from Riphah International University.
- Certification of Commendation in 11th CUST Applied Business Conference 2024.
- Certificate on Best Practices in Publication and Data Analysis.

SKILLS:

- M.S Office
- SPSS
- Smart PLS.
- EndNote
- G*Power
- Work Ethic.
- Flexibility.

References:

Will be provided upon request.