



Nadra Bibi

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PROFESSIONAL SUMMARY

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Multifaceted professional with 6+ years of experience across higher education, project coordination, and data management. Proven expertise in administrative operations, budget handling (SAP), vendor coordination, and training execution. Adept at using Microsoft Office, LMS, and data analysis tools. Seeking to transition into administrative, operations, or project roles in Public/Private sector.

SKILLS

Digital Skillset

- **Microsoft Office Suite:** Word, Excel (Advanced for data analysis), PowerPoint, Access, Outlook
- **Web Technologies Fundamentals:** HTML, CSS
- **Survey Programs:** Online survey design and execution
- **Learning Management Systems (LMS):** Administration and participant management
- **Data Management & Analysis:** Data collection, analysis, reporting, database systems
- **Financial Software:** SAP (for budget management and debit advice)

Soft Skills

- Good Listener and Communicator
- Demonstrated Leadership Skills and a Team Player
- Cross-Cultural Skills
- Research and Analytical Skills
- Excellent Business Written and Verbal Communication Skills (email, phone, etc.)
- Meticulous Record-Keeping and Attention to Detail
- Problem-Solving and Logistical Coordination

WORK EXPERIENCE

Abasyn University, Islamabad Campus – Islamabad, Pakistan

City: Islamabad | Country: Pakistan

Lecturer Computing Department

[03/09/2024 – Current]

Teaching and Instruction

- **Course Planning and Preparation:** Develop and design lesson plans, syllabi, and assessments that align with curriculum objectives and departmental goals.
- **Lecturing and Conducting Classes:** Deliver lectures, lead discussions, and conduct practical lab sessions to help students grasp complex computer science concepts.
- **Student Evaluation:** Assess student performance through exams, projects, assignments, and participation. Provide timely, constructive feedback to support student learning.
- **Mentorship and Advising:** Act as an academic advisor for students, providing guidance on course selection, career opportunities, and further education options.

Administrative Responsibilities

- **Departmental Contributions:** Participate in departmental meetings, committees, and activities, such as program reviews, accreditation processes, and policy development.
- **Event Organization:** Assist with organizing departmental events, workshops, seminars, and student clubs related to computer science.

Achievements

*Prepared SAR document for Software Engineering Faculty

*Maintained and Handling the timetable and Schedule of semester Courses.

Higher Education Commission Islamabad – Islamabad, Pakistan

City: Islamabad | Country: Pakistan

Assistant (Higher Education Development in Pakistan)

[04/10/2021 – 30/06/2024]

- Provided comprehensive administrative support, ensuring efficient office operations.
- Managed both e-office and hard files, maintaining meticulous records and ensuring data integrity.
- Handled professional email and correspondence, demonstrating excellent business communication skills.
- Scheduled and managed activity calendars, showcasing strong organizational and time management abilities.
- Provided technical support for meeting arrangements and travel logistics.
- Assisted in training faculty and employees for public sector Higher Education Institutions (HEIs).
- Coordinated with trainers and trainees across Pakistan for various training programs, highlighting strong logistical and stakeholder management skills.
- Managed the budget for training programs using SAP for debit advice, demonstrating practical financial software proficiency and fiscal responsibility.
- Performed vendor management for training materials, including stationary, bags, meals, accommodation, and travel arrangements, ensuring smooth program execution.
- Administered the Learning Management System (LMS), including participant and trainer registration.
- Authored pre/post-training surveys and reports, showcasing analytical and reporting capabilities.

Department of Archeology and Museums – Islamabad, Pakistan

City: Islamabad | Country: Pakistan

Data Entry Operator

[01/04/2018 – 30/03/2020]

- Accurately input information, including artifact descriptions, historical data, and exhibit details, into the museum's database systems.
- Organize and categorize data following the established museum standards and guidelines.
- Perform regular data updates and maintenance to ensure the accuracy and completeness of records.
- Collaborate with museum staff to catalog and track the acquisition, movement, and deaccession of artifacts and exhibits.
- Record relevant information such as acquisition date, provenance, condition reports, and conservation details for each artifact.
- Provide assistance in organizing the training sessions on the digitization of Museums across Pakistan.

EDUCATION AND TRAINING

Master of Science in Computer Sciences (MSCS)

ABASYN University, Pakistan [01/01/2017 – 31/12/2019]

City: islamabad | Country: Pakistan | Website: www.abasynisb.edu.pk | Level in EQF: EQF level 7

Digitization of Cultural Property

Department of Archeology and Museums, Islambad [17/09/2019 – 17/09/2019]

City: islamabad | Country: Pakistan | Website: www.islamabadmuseum.gov.pk | Level in EQF: EQF level 5

Personal Development Skills for Professional Development

National Academy of Higher Education, HEC Pakistan [24/11/2021 – 25/11/2021]

City: islamabad | Country: Pakistan | Website: www.hec.gov.pk/english/NAHE/Pages/intro.aspx | Level in EQF: EQF level 5

Capacity Building Training on Team Building

National Academy of Higher Education, HEC [25/02/2022 – 26/02/2022]

City: islamabad | Country: Pakistan | Website: www.hec.gov.pk/english/NAHE/Pages/intro.aspx | Level in EQF: EQF level 5

LANGUAGE SKILLS

Mother tongue(s): Pothwari

Other language(s):

English

LISTENING C1 READING C1 WRITING B2

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

ACHIEVEMENTS

Coordinator at NAHE Capacity Building Programs

- Senior Management Committee Retreat Program For HEC Employees
- Secretariat Instructions and Office Ethics Training Program for BPS 11-16 Employees
- Management Training's for BPS 17-19
- Women Leadership Program
- VC orientation and Leadership Program at UK
- National Faculty Development Program for Newly Inducted Faculty of Public Sector HEIs of Pakistan
- Pre-Service NFDIP for Interim Placement of Fresh PhD's
- In-Service faculty Development program for TandoJam University
- PhD Supervisor Training Programs
- Impact Analysis of FPDP (2008-2018)
- NAHE-PERU College Faculty Training Program for College Faculty of Balochistan & KPK.
- Secretary for Course Design Committee for Tier I Trainings.

Link: <https://www.hec.gov.pk/english/NAHE/Pages/intro.aspx>