



MUHAMMAD BILAL MIRZA

Adaptable Lecturer with a focus on creating engaging and impactful learning environments. Proficient in developing and delivering innovative curricula that enhance student understanding and foster academic growth. Strong ability to mentor and guide students, encouraging critical and independent research. Bring a collaborative approach to working with colleagues and contributing to departmental success.

CONTACT

Islamabad, Pakistan
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+92-333-9999180

LANGUAGES

- English
- Urdu

SKILLS

- Attendance documentation
- C/C++
- Data collection and interpretation
- GANTT CHART
- MICROSOFT OFFICE
- Microsoft PowerPivot / PowerBI Dashboards
- MICROSOFT PROJECT
- NVIVO
- Pivot Tables
- PowerBI
- PRIMAVERA
- Qualitative research
- QUIRKOS
- Research data analysis
- Scholarly databases search
- SMARTPLS
- SPSS
- SQL
- Student development

EXPERIENCE

RIPHAH INTERNATIONAL UNIVERSITY - LECTURER (PROJECT MANAGEMENT, HRM)

Rawalpindi - Sep 2023- Current

- Delivering undergraduate and graduate courses, focusing on Project Management, HRM, and Strategic Management. Mentoring students and contributing to research projects while managing administrative responsibilities as Dean Office Coordinator and Alumni In-Charge.

RIPHAH INTERNATIONAL UNIVERSITY - RESEARCH ASSISTANT

Rawalpindi - Apr 2021- Aug 2023

- Worked as a Research Assistant on the HEC NRP funded project with Brig (R) Prof Dr Nawar Khan in the faculty of Management sciences at Riphah international University Rawalpindi Campus.

SLS COLLEGE OF SCIENCE AND ART - TEACHER

Rawalpindi - Aug 2021- Oct 2021

- Designed and administered formative and summative assessments to evaluate student learning and inform instructional decisions.
- Fostered critical thinking and problem-solving skills through inquiry-based learning activities and discussions.
- Provided constructive feedback on student work, guiding improvements and recognizing achievements to boost confidence.

DARWIN BARK TECHNOLOGIES - PROJECT COORDINATOR

Rawalpindi - Oct 2019- Jul 2021

- Oversaw procurement of project materials, ensuring timely delivery and compliance with project specifications.
- Implemented quality control procedures, ensuring deliverables met or exceeded client expectations.

MOBILINK JAZZ HEAD OFFICE - INTERN (MARKETING BRANDS)

Islamabad - Jun 2017- Aug 2017

- Helped formulate expenditure reports to submit to manager.
- Booked conference rooms, scheduled catering and sent invitations to assist in coordinating events.
- Maintained accurate records and databases, ensuring data integrity and accessibility for relevant parties.

OMAR TRAVELS - NETWORK ADMINISTRATOR

Islamabad - Jul 2018- Aug 2019

- Administered user accounts, permissions, and access rights, safeguarding data integrity and access.
- Analysed network traffic patterns to recommend improvements and optimise resource allocation.
- Directed computer network access and use by controlling master consoles.

- Zotero

INTERESTS

- Sailing course, Karachi, Fazaia College Chaklala, Rawalpindi
- Cricket, Pak Army Stadium Saddar, Rawalpindi

REFERENCES

- **Brig (R) Prof Dr Nawar Khan**
Riphah International University
nawar.khan@riphah.edu.pk
03215373916
- **Asst Prof Dr Zeeshan Ghafoor**
NUST Business School
03335101588

EDUCATION HISTORY

2024 – Onwards

PHD MANAGEMENT SCIENCES MAJORS IN HRM AND PROJECT MANAGEMENT

Air University – ISLAMABAD
Comprehensive Exam Passed

2019 – 2021

MS IN PROJECT MANAGEMENT

Riphah International University - ISLAMABAD

2013 – 2017

BS IN COMPUTER SCIENCES

University of Lahore - ISLAMABAD

2010 – 2012

FSC

Rawalpindi College of Commerce - RAWALPINDI

2009 – 2010

MATRICULATION

Fazaia Intermediate College Chaklala - RAWALPINDI

COURSES TAUGHT

1. Principles of Management (Stephen P. Robins 14th Edition)
2. Human Resource Management (HRM)
3. Strategic Management
4. Organizational Behavior (OB)
5. Human Resource Analytics
6. Research Methodology
7. Statistical Tools for Research
8. Fundamentals of Project Management (PMBOK 6 and 7 Edition)
9. Project Scheduling and Cost Management
10. Software in Supply Chain and Project Management
11. Project Performance and Quality Assurance
12. Supply Chain Management
13. Procurement
14. Total Quality Management

PUBLISHED RESEARCH PAPERS

- Examining the Impact of Conflict Resolution, Emotional Intelligence on Project Team Performance: A Study in the Construction Industry of Pakistan. *International Journal of Construction Management*. **HEC W. 3.5 IF**
- Comparative Performance Analysis of ISO-Certified and Non-ISO-Certified Companies. **HEC W. 1.2 IF**
- Fintech, Financial Inclusion, and Income Inequality. **HEC Y**
- Identification and synthesis of business performance improvement factors framework of ISO management system standards certified companies. **HEC X**
- Performance analysis of ISO management system standards certification consulting firms of Pakistan. **HEC Y**
- Framework Formulation of Business Performance Improvement Factors of ISO Certified Companies and Pilot Testing of its Survey Questionnaire in Pakistan. **Conference Proceeding.**
- Power of Generative AI: Role and Challenges of Generative AI in People Analytics. **Conference Proceeding.**

CERTIFICATIONS

- Attended a one-day Workshop/Seminar on qualitative data analysis on QuirKos **(06 August 2023)**.
- Attended a one-day Workshop/Seminar on qualitative data analysis on QuirKos **(06 August 2023)**.
- Attended a one-day Workshop/Seminar on quantitative data analysis on SmartPLS **(18th July 2022)**.
- Managing Projects Risks & Changes **(2020 - 2020)**.
- Project Management **(2020 - 2020)**.
- Initiating & Planning Projects **(2020 - 2020)**.
- Budgeting & Planning Projects **(2020 - 2020)**.
- Leading Teams **(2020 - 2020)**.
- Supply Chain Planning **(2020 - 2020)**.
- Preparing to Manage Human Resources **(2020 - 2020)**
- Workshop / Seminar on SmartPLS **(July 2022)**.