

SABA JAVED

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Professional Summary

- Results-driven Project Coordinator and Academic Professional with over 10 years of experience in managing educational programs, coordinating projects, and delivering data-driven solutions.
- Proficient in project planning, stakeholder communication, and utilizing data analysis tools to inform decision-making.
- Demonstrated ability to lead cross-functional teams, manage multiple priorities, and drive continuous improvement initiatives.

Core Competencies

Project Planning & Coordination	Stakeholder Communication	Data Analysis & Visualization	Curriculum Development
LMS Administration	Event Planning & Execution	Team Leadership & Training	Power BI & Tableau
Time & Resource Management			

Professional Experience

Freelance Content Writer & Entrepreneur – Remote

Dec 2022 – Present

- Developed educational and technical content for diverse clients, achieving a 95% client satisfaction rate.
- Managed multiple content creation projects, consistently meeting deadlines and quality benchmarks.

Program Coordinator & Lecturer – Concordia Colleges (DHA Campus), Islamabad

Aug 2018 – Aug 2022

- Designed academic programs in alignment with accreditation standards, increasing student enrollment by 15%.
- Administered LMS, facilitating seamless delivery of 20+ courses each semester.
- Led faculty training, resulting in improved adoption of digital teaching tools.
- Managed examination processes, ensuring 100% compliance with academic regulations.
- Organized academic events and workshops for up to 100 participants.
- Front-end designing and managing LMS databases
- Creating accessible, user-friendly LMS interfaces for students and faculty

- Conducting testing and quality assurance for LMS modules

Lecturer – Computer Science – Superior Group of Colleges, Islamabad

Apr 2018 – Aug 2018

- Delivered undergraduate courses focusing on digital Logic Design concepts.

IT and Exam Coordinator – Concordia Colleges, Islamabad

Aug 2016 – Apr 2018

- Developed automated Excel tools, reducing manual data entry errors by 80%.
- Oversaw IT infrastructure and support services, ensuring optimal performance and user satisfaction.
- Managed examination logistics, including paper setting, scheduling, and result processing.
- Developed and maintained Excel-based tools for data management and reporting.
- Front-end designing and managing LMS databases

Network Administrator (Part-Time) – Creative Tech Solutions, Islamabad

Feb 2013 – May 2015

- Maintained network systems, ensuring security and efficiency across organizational operations.
- Provided technical support and troubleshooting for hardware and software issues.

Assistant Manager – Karwan-e-Anmol Pvt Ltd, Rawalpindi

Apr 2011 – Feb 2013

- Supervised a team of 10+ staff.
- Improved operational processes, reducing overhead costs by 12%.
- Managed administrative functions, including staff supervision, inventory control, and customer service.
- Implemented process improvements, enhancing operational efficiency and client satisfaction.

Customer Service Officer (CSO) – Dawlance Pvt Ltd, Rawalpindi

Jul 2010 – Apr 2011

- Resolved customer complaints with a 98% satisfaction rate.
- Managed after-sales services and maintained customer records.

Education

MS in Project Management – Riphah International University, Islamabad | 2021–2022 |

GPA: 3.47

BS (Hons) Computer Science – Allama Iqbal Open University, Islamabad | 2008–2012 |

Percentage: 61%

Key Projects

Learning Management System & Result Automation – Concordia College

- Developed and managed LMS, designed result sheets, and trained faculty.

- Streamlined digital learning and examination, reducing manual work by 80%.
- Designed Excel-based result sheets, streamlining examination data processing and reporting.
- Conducted faculty training on LMS utilization, promoting effective course management.

Online Exam Portal (Academic Project) – Riphah International University

- Led the development of an online exam system, managed full project lifecycle.
- Managed project lifecycle using Microsoft Project, ensuring timely delivery and stakeholder satisfaction.

Certifications & Achievements

- Foundation of Project Management – Google – 2024
- IBM Data Analysis & Visualization – IBM – 2024
- Introduction to Data Analytics-IBM-2024
- Create Charts and Dashboard using Google Sheets- Coursera-2024
- Project Management Essentials Certificate (PMEC)– Management & Strategy Institute– 2023
- From Excel to Power BI – Knowledge Accelerators – 2023

Technical Skills

- **Project Management Tools:** Microsoft Project
- **Data Analysis & Visualization:** Power BI, Tableau, Excel, Google Sheets, Dashboard Design, Pivot Tables, Basic SQL
- **Office Suite:** Microsoft Office Suite
- **Other:** LMS Administration