

MS. HUMERA RIAZ

LECTURER

PROFILE

A committed lecturer with over 6 years of experience at leading academic institutions teaching students from various social and cultural backgrounds. Possessing excellent administrative, verbal communication and written skills along with constructive and effective teaching methods that promote a stimulating learning environment. Able to work in a managerial role or as part of team and having the proven ability to successfully work to tight schedules and deadlines. Currently looking for suitable academic opportunities in universities or colleges of further education.

CONTACT

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(+92) 332-578-1678

Arazi Record Center, Main Tehsil
Office Gujar Khan, District
Rawalpindi.

KEY SKILLS:

- Statistical Software's
 - Smart PLS
 - SPSS
 - STATA
- Advance MS Office Suite Knowledge
- Outlook

EXPERIENCE

SENIOR LECTURER AUG 2024 – PRESENT

Best Group of Colleges – Gujar Khan – Rawalpindi, Pakistan
Affiliation with Khwaja Fareed University of Engineering and Information Technology – Rahim Yar Khan, Punjab, Pakistan.

VISITING LECTURER MAR 2025 – PRESENT

Punjab University Potohar Campus – Gujar Khan – Rawalpindi, Pakistan

TUTOR NOV 2019 – PRESENT

Allama Iqbal Open University – Islamabad, Pakistan

SENIOR LECTURER MAY 2022 – AUG 2024

MentorUs College – Gujar Khan – Rawalpindi, Pakistan
Affiliation with University of Gujrat.

SENIOR LECTURER JAN 2018 – FEB 2019

National College of Learning – Islamabad, Pakistan
Affiliation with Gomal University DI. Khan

VISITNG LECTURER APR 2016 – JAN 2017

Government College of Technology – Attock, Pakistan

PROFESSIONAL EXPERIENCE

HOSTEL WARDEN SEP 2019 – DEC 2020

NAMAL University Mianwali – Mianwali, Pakistan

ADMIN & HR APR 2013 – NOV 2014

Parity System INC – Rawalpindi, Pakistan

EDUCATION

MS MANAGEMENT SCIENCES – 2017

COMSATS University Islamabad Attock Campus – Attock Pakistan

BACHELOR IN BUSINESS ADMINISTRATION - 2014

Federal Urdu University OF Arts Science & Technology – Islamabad, Pakistan

PROFESSIONAL EDUCATION

BACHELOR IN EDUCATION 1.5 YEARS – 2020

Allama Iqbal Open University – Islamabad, Pakistan

DIPLOMA IN IT 3 MONTHS – 2018

Info Tech Computer College – Chakwal, Pakistan

MS HUMERA RIAZ

LECTURER

SUBJECTS TAUGHTS

- Human Resources Management
- Marketing management
- Principles of Management
- Entrepreneurship
- Business Communication
- Money Banking & Finance
- Business Research Methods
- Organizational Behavior
- Performance Management
- Human Resource Development
- Introduction to Business
- Cost Accounting
- Auditing
- Business and Labour Laws
- Project Management
- Change Management

EXTRA CURRICULAR ACTIVITIES

- Internet Surfing
- Book Reading
- Cooking

REFERENCE

- Will be Furnished on Request

PUBLICATIONS

- Riaz, H., Bibi, F., Hussain, S., & Malik, I., (2015, Aug). *Impact of work family conflict on job performance in working women: moderating role of neuroticism and conscientiousness*. Paper presented at the SAICON the South Asian International Conference (SAICON 2015), Islamabad, Pakistan.

DISSERTATIONS

- (MS Thesis) Entrepreneurs' Subjective Success: The Mediating and Moderating Role of Personal Resources in Job Demand-Resource Approach under the supervision of Dr. Saddam Hussain.
- (B.Ed. Thesis) Decreasing Students' Stress Through Time Management Skill: An Action Research

ACADEMIC ACHIVEMENTS

- Got Merit Scholarships for securing 2nd and 1st position in 1st and 2nd semesters of MS.
- Secured 1st Position in the class of BBA 7th semester and won the talent tribute's certificate and Souvenir.
- Got laptop award in Prime Minister Scheme 2014 at Federal Urdu University Art Science and Technology Islamabad

ACTIVITIES ACHIVEMENTS

- Participate and organize seminar at COMSATS Institute of Information Technology Attock.
- Arranged and participate in several seminars on marketing, management, project management, information technology and entrepreneurship at Federal Urdu University of Arts, Sciences and Technology, Islamabad.
- Organized different events at university i.e. funfair 2011 (2000+ guests) and Farewell functions (400+ guests) at Federal Urdu University of Arts, Sciences and Technology, Islamabad.
- Participate in talent award show 2012 organized by Federal Urdu University of Arts, Sciences and Technology, Islamabad.