



## Sana Shafqat

**Nationality:** Pakistani **Date of birth:** 04/10/1995 **Gender:** Female

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Street No 5 Muslim Colony Near Gate No 4 HIT Taxila Cantt Dist. Rawalpindi , 47070  
Taxila (Pakistan)

### ABOUT ME

Currently, I am serving as an Assistant Manager at a hostel, where my responsibilities encompass ensuring the smooth operation of facilities and providing excellent service to residents. Prior to this role, I accrued three years of valuable experience as a teacher, specializing in subjects like Utilization of Electrical Energy and DC machines and batteries. My teaching methodology is highly regarded by both students and superiors. Furthermore, I possess skills in graphic designing and have been actively expanding my expertise by learning various tools, including Primavera P6, AutoCAD.

### WORK EXPERIENCE

#### Assistant Manager

**NUST University Islamabad** [ 26/02/2024 – Current ]

**City:** Islamabad | **Country:** Pakistan | **Website:** <https://nust.edu.pk/> | **Name of unit or department:** Field Administration - **Business or sector:** Education

- Assist Assistant Director and Deputy Director
- Maintain discipline of students in Hostels
- Implement Hostel rules and regulations in its true letter and spirit
- Carry out day to day operational duties
- Manage record of students
- Daily and annual maintenance record
- Monitoring of CCTV cameras
- Prepare and implement annual room shifting plan

and many more

#### Management Trainee Officer

**NUST University Islamabad** [ 27/11/2023 – 25/02/2024 ]

**City:** Islamabad | **Country:** Pakistan

#### Technical Instructor

**TEVTA** [ 14/09/2020 – 30/04/2023 ]

**City:** Taxila | **Country:** Pakistan | **Website:** [www.gcttaxila.edu.pk](http://www.gcttaxila.edu.pk) | **Email address:** [gct.txa@tevta.gop.pk](mailto:gct.txa@tevta.gop.pk) | **Name of unit or department:** Electrical Technology - **Business or sector:** Education

I taught DC Machines & Batteries and Utilization of Electrical Energy. Apart from teaching I also supervised DAE students to perform experiments. (20hrs/week)

## EDUCATION AND TRAINING

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### Ms in Project Management

**COMSATS University of Islamabad** [ 14/09/2020 – 21/07/2022 ]

Address: 47040 Taxila (Pakistan) | Website: <http://www.ciitwah.edu.pk> | Field(s) of study: Management |  
Final grade: 3.54/4.00 | Thesis: Impact of environmental factors on project performance: public risk perception as a moderator variable

The basic principles of project management include planning, organizing, securing, controlling, leading and managing resources and tasks to achieve specific business goals.

### BSc Electrical Engineering

**University of Engineering and Technology Taxila** [ 20/10/2014 – 27/07/2018 ]

Address: 47050 Taxila (Pakistan) | Website: <https://www.uettaxila.edu.pk> | Field(s) of study: Engineering |  
Final grade: 3.07/4.00 | Thesis: Solid State Pulse Modulator

Electrical engineering deals with the study and application of physics and mathematics combined with elements of electricity, electronics, and electromagnetism to both large and small scale systems to process information and transmit energy. Power Engineering is one of the earliest fields that has developed within Electrical Engineering. It deals with generation, transmission and distribution of electric power.

### Primavera P6 Fundamentals

**Stone River eLearning**

Website: <https://alison.com/>

### AutoCAD

[ 01/03/2023 – 31/05/2023 ]

Website: <https://digiskills.pk>

## LANGUAGE SKILLS

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**Mother tongue(s):** Punjabi

**Other language(s):**

### Urdu

**LISTENING C2 READING C2 WRITING C2**

**SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2**

### English

**LISTENING B2 READING B2 WRITING B2**

**SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2**

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

## DIGITAL SKILLS

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Microsoft Word / Microsoft Excel / Microsoft Powerpoint / Google Drive / LinkedIn / Google Docs / Team-work oriented / Motivated / Basic graphic desing

## CONFERENCES AND SEMINARS

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[ 06/07/2023 – 07/07/2023 ] Rize, Turkiye

**4th International Black Sea Modern Scientific Research Conference** I presented my research work on "Impact of Environmental Factors on Project Performance: Public Risk Perception As A Moderator Variable"

Link: <https://www.blackseacountries.org/karadenizkongresi>

[ 23/09/2023 – 25/09/2023 ] Izmir, Türkiye

**8th International Aegean Congress on Social Sciences & Humanities** I presented my work on "Impact Of Corporate Social Responsibility On Corporate Reputation And Financial Performance: Mediating Role of Employees' Commitment."

Link: <https://www.aegeanconference.com/>

## PROJECTS

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**WBS and Project Schedule** It was a class project in which firstly we select any of the ongoing projects and then make WBS of that project. After this schedule the whole project in Primavera P6.

**Design of Lighting Scheme (DiLUX)**

**3D modeling in AutoCAD**

[ 01/2018 – 05/2018 ]

**Solid State Pulse Modulator** Modulator is basically, a device that can modulate electrical energy. The solid state pulse modulator simply modulate sinusoidal AC to high voltage pulses using IGBTs.

## RECOMMENDATIONS

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**Name: Amer Rajput** | Tenured Associate Professor

He is Tenured Associate Professor of Management Sciences department at COMSATS university Islamabad, Wah campus. He was supervisor of my master's research thesis.

Email: [amerrajput@ciitwah.edu.pk](mailto:amerrajput@ciitwah.edu.pk) | Phone number: (+92) 3005277898

Link: <https://scholar.google.com.my/citations?user=asly8cgAAAAJ&hl=en>

**Name: Abdul Qayyum Khan** | Tenured Professor

He is Tenured Professor of Management Sciences department at COMSATS university Islamabad, Wah campus.

Email: [qayyum\\_72@yahoo.com](mailto:qayyum_72@yahoo.com) | Phone number: (+92) 3005275614