

NAGEEN ZAIDI

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ACADEMIC QUALIFICATIONS

- i) **Institution:** International Islamic University, Islamabad, Pakistan
Degree: MS (Environmental Science) –**2017**
Status: Degree complete (CGPA: 3.75/4.00)
- ii) **Institution:** International Islamic University, Islamabad, Pakistan
Degree: BS (Hons) (Environmental Science) – **2014**
Status: Degree complete (CGPA: 3.91/4.00)

PROFESSIONAL EXPERIENCE

Organization: National University of Medical Sciences (NUMS)
Designation: Assistant Manager
Period: October 2024 till date

NUMS Department of Health Professions Education (NDHPE)

- ⇒ Inter-department coordination and management of multiple teaching and learning activities
- ⇒ Coordination with other directorates of university such as Registrar directorate, admission office, Exam directorate and Digital technologies directorate.
- ⇒ Providing comprehensive support to students throughout their academic journey
- ⇒ Moodle Management as the programs are hybrid
- ⇒ Organisation of face to face sessions of Masters program and correspondence with national and international guest speakers Handling emails, notifications and queries
- ⇒ Analyzing feedback and providing data-driven insight for program development and improvement
- ⇒ Planning & managing seminars, workshops and conferences
- ⇒ Maintaining departmental record, course files and student files

- ⇒ Drafting letters, inter-office notes and minute sheets.
- ⇒ Focal person of Campus Management System for NDHPE

Organization: **National University of Medical Sciences (NUMS)**
Designation: Assistant Manager
Period: September 2018 till August 2021

Quality Coordinator

Nominated as a quality coordinator for implementation of ISO 9001:2015 in NUMS for:

- ⇒ Developing directorate policies, SOPs, Job Descriptions, Quality objectives and other necessary documentation.
- ⇒ Coordinating with Quality Assurance Directorate.

Organization: **DevCon Development Consultants**
Designation: Program Development & Research Officer
Period: February 2017 till February 2018

- ⇒ To conduct research on various themes related to environment and development
- ⇒ To develop inception/research/evaluation/baseline reports and study tools.
- ⇒ To analyze and process field data

INTERNSHIPS

Organization: **Ministry of Climatic Change, Govt. of Pakistan (MOCC, GOP)**
Period: June, 2016 to October, 2016

- ⇒ To assist the forest wing in day to day affairs
- ⇒ To assist in organizing meetings, conferences and trainings
- ⇒ To assist in writing and editing reports

Organization: **National Centre for Rural Development (NCRD)**
Period: July, 2015 to December, 2015

- ⇒ To assist regional and local representatives in day-to-day affairs
- ⇒ To assist in organizing international and local training programs
- ⇒ To prepare monthly reports regarding activities of NCRD and AARDO

TRAININGS

- ⇒ **University Management Training Program (UMTP)** - 6 months professional training provided by National University of Medical Sciences (NUMS) focused on building skills such as critical thinking, communication skills, and research, management and leadership skills in addition to hands-on training.
- ⇒ Training on ISO 9001:2015 Quality Management System
- ⇒ ISO 9001:2015 Internal Auditor Training

PUBLICATIONS

- ⇒ Islam, A., Ali, S.M., Afzaal, M. et al. Environ Earth Sci (2018) 77: 72.
- ⇒ Khalid, B., Ishtiaq, H. and **Fatima, N.**, 2014, Assessment of land covers change due to flooding alongside Jhelum and Chenab rivers, in Montomoli C., et al., eds., proceedings for the 29th Himalaya-Karakoram-Tibet Workshop, Lucca, Italy.