

AZKA MEHMOOD

Block 93 Flat no 04 first floor I & t center g10/1, Islamabad, Pakistan.
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BIOGRAPHY: Azka Mehmood is an accomplished professional with strong academic and administrative expertise. She earned her **MPhil in Management Sciences with Distinction** from the *University of Lahore, Sargodha Campus*, where she was recognized as the **Outstanding MPhil Graduate of the Year** and secured **second position** in her session. Skilled in **statistical and econometric analysis** using **STATA**, she has solid experience in **project management, student affairs, and institutional coordination**, contributing effectively to organizational growth and excellence.

OBJECTIVES: To work in a competitive, dynamic, and professional environment that upholds high ethical standards and corporate values. I aim to utilize my skills, initiative, and motivation to contribute effectively toward achieving organizational goals while aligning with the vision and strategic framework set by the management.

M.Phil. (Management Sciences)

University of Lahore, Sargodha Campus, Pakistan (2017 – 2019)
(CGPA = 3.67/4.00) 2nd Position.

Masters of Accounting and Finance (2015 – 2017)

Virtual University of Pakistan, Lahore (CGPA = 2.69/4.00)

NON TEACHING EXPERIENCE

Manager – Office of Student Affairs, UOL, Sargodha Campus (Continue)

- Managed all student queries **via** email, WhatsApp, and the university portal.
- Coordinated with the main campus and external organizations through official emails and software systems to ensure smooth operational flow.
- Supported project planning, monitoring, and reporting activities for academic and administrative initiatives.
- Managed all activities on SAP, Google Sheets, and other software platforms.
- Planned and organized meetings within the university and with external institutions.
- Drafted MOUs and organized signing ceremonies.
- Prepared meeting minutes, project summaries, and performance dashboards for management and the Pro-Rector's Office.
- Facilitated effective coordination among departments, vendors, and external stakeholders to ensure the successful organization of events.
- Handled student clearance processes for issuance of official documents.
- Conducted and recommended financial assistance cases.

Assistant Manager – Office of Student Affairs

University of Lahore, Sargodha Campus (Oct 2021 – Mar 2025)

Additional Charge – Career Services and Corporate Linkages Officer

University of Lahore, Sargodha Campus (Continue)

Event Manager

University of Lahore, Sargodha Campus (Continue)

School Principal

Al-Rashid Public Middle School, Sillanwali (2020 – 2021)

Campus Coordinator & Examination Officer

Comprehensive College, Sillanwali, Sargodha (2014 – 2016)

TEACHING EXPERIENCE

- Research Associate, Department of Management Sciences, UOL, Sargodha Campus (Dec 2021 – Present)

Achievements

- Got 2nd Position in MPhil.
- Recognized for outstanding performance in UOL 2023.
- Awarded for Best Event Organizer at UOL 2023.
- Awarded for the excellence performance of the year 2024.
- Awarded for Best Ambassador from UOL Head Office.

DATA ANALYSES SKILLS

- Moderated Structural Equation Modeling
- Structural Equation Modeling (SEM)
- Regression Analyses
- Factor Analyses (Exploratory and Confirmatory Factor Analysis)
- Mediation Analyses, Moderation Analysis, Reliability, Validity, Normality, Comparisons, etc.

COMPUTER SOFTWARE

- SAP, MIS, OAS. UMS
- SPSS, Latex
- MS Word, MS Excel, MS Power Point
- Google sheets

ADDITIONAL ADMINISTRATION DUTIES

- Member Prospectus designing committee
- Personal Secretary to the Pro-Rector Office (**February 2022 to May 2025**).
- Member Career Counseling committee
- Member Event Management Committee
- Member Financial Assistance Committee
- Member of the ORIC team for arranging National & International Conferences.

PERSONAL INFORMATION

Father Name: Mehmood-ul-Haq

Date of Birth: October 10, 1993

Nationality: Pakistan

Permanent Address: House No. 386, Block# 1, Sillanwali, Sargodha, Punjab, Pakistan.

Reference

Will be furnished on demand.