

Hina Arooj

03425225256

hinaarooj1998@gmail.com



Profile:

Self-motivated and hardworking seeking for an opportunity to work in a challenging environment to prove my skills and utilize my knowledge and intelligence. I have achieved more than 50 distinctions from my educational institutes as well as from different organizations of Pakistan and Abroad. I am also a good presenter. I believe Actions speak louder than words I can prove myself to anyone through my hard work. I am proficient in English writing and speaking. I am always willing to learn.

Employment History

1. Assistant Director Quality Enhancement Cell at Shifa Tameer e Millat University Islamabad (01-08-25 – till date)

Roles & Responsibilities:

Faculty Development:

- Design and implement training programs for faculty members on quality enhancement, research methodologies, and outcome-based education.
- Collaborate with department heads to identify training needs and develop targeted workshops.

Quality Assurance:

- Continue working on Self-Assessment Reports, organizing PDC workshops, and assessment team meetings.
- Implement HEC's PSG-2023 policies, including RIPE and PREE frameworks.

Research and Feedback:

- Prepare PGPR, IPE, and newsletter reports, incorporating feedback surveys from faculty, staff, and students.
- Analyze results to identify areas for improvement and propose recommendations.

Accreditation and Rankings:

- Manage the university's rankings in Times Higher Education and QS, ensuring accurate data submission and compliance.

- Coordinate with departments to maintain accreditation standards.

Internal Quality Cell (IQC) Meetings:

- Organize and manage IQC meetings, ensuring action items are tracked and implemented.

Reporting and Compliance:

- Prepare the yearly progress report for HEC, highlighting achievements and areas for improvement.
- Ensure compliance with CUST quality policy and other regulatory requirements.

Additional Responsibilities:

- Develop and maintain a database of faculty training programs, tracking participation and feedback.
- Collaborate with international quality assurance agencies to benchmark the university's quality standards.
- Facilitate departmental reviews and accreditation processes

2. Additional Assistant Director Contract Research Organization (CRO) - ORIC at Shifa

Tameer e Millat University Islamabad (01-08-25 – till date)

Roles & Responsibilities:

Division Head Training and Development:

- Serve as Division Head – Training & Development at the Contract Research Organization (CRO), ORIC.
- Plan, design, and implement capacity-building programs for CRO employees to enhance research and operational efficiency.
- Conduct training sessions, workshops, and seminars focused on research ethics, project management, and compliance.
- Develop and monitor professional development frameworks for CRO staff.
- Collaborate with academic and research departments to align training initiatives with institutional objectives.
- Facilitate skill enhancement programs in areas such as data management, proposal writing, and research documentation.

- Evaluate the effectiveness of training programs and recommend improvements.
- Support the development of research proposals, partnerships, and external collaborations.
- Promote a culture of continuous learning and professional excellence within the CRO.

3. **Manager Quality Enhancement Cell at Capital University of Science and Technology Islamabad** (09-10-23 – 31st August,2025)

Roles & Responsibilities:

- Working on **Self-Assessment Reports**
- Organizing PDC Workshops for Faculty & Staff
- Organizing Assessment Team Meetings for the Review of SAR's
- Working on Implementation of new policy by **HEC PSG-2023 – RIPE & PREE**
- **PGPR, IPE, Newsletter. Feedback Survey Reports Preparation**
- Working on CUST **Quality Policy**
- **Yearly Progress Report** for HEC
- **Rankings** (Times Higher Education & QS)
- Organizing & Managing IQC Meeting

4. **Branch Manager at Study Assist Rawalpindi (18-06-2023 to 1-10-2023)**

Roles & Responsibilities:

- Manage day-to-day branch activities, ensuring smooth operations and efficient use of resources.
- Supervise and coordinate the work of branch staff, providing guidance and support as needed
- Ensure exceptional customer service, resolving queries and concerns in a timely and professional manner.
- Foster strong relationships with customers, understanding their needs and providing tailored solutions
- Doing UK Universities Applications & Writing SOP's

5. Manager Coordination at Askaria Education System Head Office (28-06-2022 to 15-06-2023)

Roles & Responsibilities:

- Making Timetables of all five campuses
- Coordination with staff & faculty
- Working on Admission Leads to get potential admissions
- Organizing events and dealing with clients and parents for queries
- Microsoft Team Online classes for the online school and college initiative by Askaria Education System.

6. Admission Officer/Campus Manager at Steps by Punjab College (01-11-2021 to 22-06-2022)

Roles & Responsibilities:

- Responsible for dealing with parents, students and faculty
- Doing admissions and compiling of admission data and forms on CRM
- Coordination with staff & faculty
- Making timetables and adjustments
- Making datasheets
- Organizing Events as well as Academic PTM /Annual Days
- Maintaining Excel data for each student
- Responsible for Campus development

7. Assistant Import Manager at Idea Medicals (01-08-2021 to 30-10-2021)

Roles & Responsibilities:

- Prepare, review, and process import documents
- Ensure accuracy, completeness, and compliance with regulations
- Collaborate with foreign suppliers, freight forwarders, and customs brokers.
- Negotiate prices, lead times, and other terms
- Ensure adherence to import regulations, laws, and company policies.
- Identify and mitigate potential risks, such as customs delays or non-compliance.

8. Teacher/Coordinator at The Foundation Academy (01-01-2017 to 01-07-2021)

Part-Time

Roles & Responsibilities:

- Teaching and making test series
- Coordinating with other faculty members for timetables, exams, datasheets etc.
- Deliver high-quality instruction to students, aligning with curriculum standards.
- Develop and implement engaging lesson plans, assessments, and activities.
- Provide individualized support, guidance, and mentorship to students.
- Monitor student progress, identifying areas for improvement.
- Communicating with parents regarding students' progress.

Education

**MS (Majors in Project Management) at Capital University of Science and Technology,
Islamabad (CGPA 4/4)**

Sep, 2024 – Cont.

BS (Majors in Biotechnology) at Capital University of Science and Technology, Islamabad

BS Biotechnology equivalent to MSc in Biology

Sep, 2017 - Jul, 2021

FSC (Pre-Medical) at Punjab College Cantt Campus, Rawalpindi

Aug, 2015 - Jun, 2017

Matric (Science) at Fauji Foundation College for Girls New Lalazar, Rawalpindi

Jan, 2012 - May, 2015

CSS Exam Appeared in 2022

Skills

Leadership

Time Management

Event Management/Organization Team work

Punctual Action

Planning Handle Disputes Creativity

Organizing

Managing

Team Work

Honesty

Multitasking

Languages

🚩 English

🚩 Punjabi

🚩 Urdu

Hobbies

Writing

Book Reading - Gardening

Participating in Competitions Sketching

Designing

Creating Videos/Editing Learning Online Software's

Software's

- ✚ MS Office – Word-Excel-PowerPoint-Visio etc.
- ✚ LMS and P6 (Primavera – Oracle)
- ✚ MS Project Software
- ✚ CRM
- ✚ CMS
- ✚ TMS
- ✚ Video editing
- ✚ Adobe Spark

🎓 Certifications

- ✓ Event Organizer at Volunteer in Service CUST
- ✓ Student Organizer in 6th, 7th, 8th International Conference on Biological and Computational Sciences CUST
- ✓ Part of the Winner Team Biosciences 2019 Inter Departmental Cricket Girls at CUST
- ✓ Secured First Position in Online Quiz on Seerat un Nabwi (SAW) and Importance of Ramadan organized by Motivation Path Finders
- ✓ Volunteer at Islamabad Traffic Police Road Safety and Competitions
- ✓ Certificate of Achievement by Khurram Zuberi CEO Jump Start Pakistan for support in Creating Right Entrepreneurial Eco-System in Pakistan.
- ✓ Served as Usher in Convocation 2018.
- ✓ Organized and Participated Plantation Campaign at CUST by Volunteer in Service CUST,
- ✓ Helping Hand for Relief and Development Organization and Chief Commissioner Islamabad.
- ✓ Organizer and Participant in Ist Women Leader Summit on May 5, 2019 by Positive Pakistan.
- ✓ Participated in Scavenger Hunt 2017 held at CUST.
- ✓ Organizer and Participant in 17th Young Leaders Summit on 31st May, 2019 at convention center Islamabad by Positive Pakistan.
- ✓ Mall of Humanity: Almost attended all Mall of Humanity organized by Volunteer in Service CUST
- ✓ Certified Training for Right to education in Pakistan conducted by Idara e Taleem o Aagahi in collaboration with United Nations Democracy Fund. Trained on various aspects of Article 25A.
- ✓ Participated in Inter Departmental Bilingual Debate Competition Held on Oct, 2017 at CUST under society JS Park.

- ✓ Served as Usher in Convocation 2018.
- ✓ Organized and Participated Plantation Campaign at CUST by Volunteer in Service CUST,
- ✓ Helping Hand for Relief and Development Organization and Chief Commissioner Islamabad.
- ✓ Organizer and Participant in Ist Women Leader Summit on May 5, 2019 by Positive Pakistan. Participated in Scavenger Hunt 2017 held at CUST.
- ✓ Organizer and Participant in 17th Young Leaders Summit on 31st May, 2019 at convention center Islamabad by Positive Pakistan.
- ✓ Souvenir from Askaria Education System for Working Best during JOB Tenure
- ✓ Mall of Humanity: Almost attended all Mall of Humanity organized by Volunteer in Service CUST
- ✓ Hall of Fame Best Record Souvenir from CUST

Research:

1. Current Trends in OMICS

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2. Conference Papers

Documents:

Documents are available on demand.
