



Purva Bashir

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📍 Home: Sector E-9, Islamabad, (Pakistan)

ABOUT ME

I am a seasoned academician with over 8 years of academic experience in the field of Electrical Engineering. My core strengths include value-driven performance, logical problem-solving, and a strong commitment to delivering excellence in engineering education and coordination.

EDUCATION AND TRAINING

MS Project Management (Weekend)

National Defense University, Islamabad [5 Oct 2025 – Current]

City: Islamabad | Country: Pakistan | Website: www.ndu.edu.pk

PGD- Educational Leadership and Management (E.L.M)

Allama Iqbal Open University [10 Nov 2025 – Current]

City: Islamabad | Website: <https://www.aiou.edu.pk/> | Field(s) of study: Education

MS Electrical Engineering

Bahria University, Islamabad [10 Sep 2015 – 16 May 2017]

City: Islamabad | Country: Pakistan | Website: www.bahria.edu.pk

BS Electrical Engineering

Bahria University, Islamabad [6 Sep 2010 – 20 Jun 2014]

City: Islamabad | Website: www.bahria.edu.pk

WORK EXPERIENCE

🏢 **Bahria University** – Islamabad, Pakistan

Visiting Faculty Member

[15 Feb 2025 – Current]

- Taught Signals & Systems, Fundamentals of Mathematics, Industrial Process Control, and Computer Communications and Networks to the EE and RIS undergraduate students.
- Contributed to lab curriculum development and student mentorship.

🏢 **Bagh Grammar School** – Bagh, Pakistan

Academic Coordinator

[1 May 2023 – 16 Sep 2024]

As an Academic Coordinator, I played a key leadership role in ensuring academic excellence and operational efficiency across the institution. My responsibilities encompassed curriculum planning, faculty evaluation, student support, and staff development in alignment with national academic standards.

Key Responsibilities:

- Served as the focal person for the High School division during the affiliation process with the Aga Khan University Examination Board (AKU-EB), organized meetings, coordinated official visits, and ensured compliance with board requirements.

- Led faculty recruitment, conducted interviews, and successfully onboarded qualified academic staff.
- Designed and executed professional development programs for teachers to elevate instructional quality.
- Oversaw student exam preparation and coordinated extracurricular events and academic competitions.
- Acted as Super Admin of the Language Lab, managing user accounts and acting as liaison between teachers, students, and IT support for technical and operational improvements.
- Held the role of Super Admin of the Learning Management System (LMS), with full control over user management, analytics, and system reporting.

Bahria University – Islamabad, Pakistan

Lecturer

[22 Aug 2016 – 15 Feb 2023]

I have taught different labs and courses of *Introduction to Computing, Programming Fundamentals, Data Communication & Networks, Computer Networks, Advanced Communication Networks, Wireless & Mobile Communication, Signals & Systems, Communication Systems, and Digital Communication Systems.*

Key Responsibilities:

- Ensured course delivery aligned with PEC, HEC, and Bahria University academic standards.
- As an active QA member, I was responsible for LMS, CMS, and OBE portal validation, faculty profile updates, and reporting analytics to the HoD.
- As a lab In-Charge of DSP Lab (2018–2023), I oversaw the management of the Digital Signal Processing (DSP) Lab, ensuring all equipment was functional and up-to-date. Guided students during lab sessions, and contributed to the development of the lab manual.
- As a Lead Marketing and Admissions at the Department of Electrical Engineering (DEE) (2019–2023), I spearheaded the department's outreach and marketing initiatives, including designing promotional materials. Actively engaged with prospective students by providing information, making follow-up calls, and addressing queries related to programs and departmental offerings.
- As a Protocol In-Charge WIE ILS Summit 2019, I led protocol management for the IEEE Women in Engineering International Leadership Summit (WIE-ILS) held in 2019. Acted as the liaison for guest speakers and delegates, overseeing their travel, accommodation, schedules, and campus arrangements. Ensured smooth event flow, speaker readiness, and high-level hospitality coordination throughout the summit.

Fiverr – Islamabad, Pakistan

Part-Time Freelancer

[1 Jan 2020 – Current]

Delivered high-quality technical content and documentation to international clients.

SKILLS

MS Office Suite / Google Drive / Leadership / Network Building / Organizational and Planning skills / Critical Thinking / Adaptability / Time Management / Communication / Teamwork / Problem Solving