

Noor ul Saba

Nationality: Pakistani **Date of birth:** 08/08/1994 **Gender:** Female **Phone number:** (+92) 3305166755

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Home: Rawalpindi, 46000 Rawalpindi (Pakistan)

ABOUT ME

I am a motivated Management Sciences professional, currently working as RA at FAST NUCES, with an MS and MBA from Riphah International University. My research focuses on leadership, AI, HPWS, sustainability, Well-being, psychological contracts, knowledge-sharing behaviors, and workplace ethics. Alongside strong research and technical skills (NVIVO, SPSS, PLS, MS office), I have professional experience as a Lecturer, Research Assistant, and HR Manager, specializing in recruitment, employee relations, and strategic HR operations. With a publication in *Frontiers in Psychology*, I am passionate about applying research-driven insights to enhance leadership, employee well-being, and organizational performance.

EDUCATION AND TRAINING

PhD Management Sciences

FAST NUCES [01/09/2025 – Current]

City: Islamabad | **Country:** Pakistan | **Field(s) of study:** Business and Management

MS Management Sciences (Human Resource Management)

Riphah International University [01/08/2017 – 15/06/2021]

Address: Islamabad, Islamabad (Pakistan) | **Website:** www.riphah.edu.pk | **Field(s) of study:** Management Sciences (Human Resource Management) | **Final grade:** 3.7 | **Thesis:** : Leadership, Knowledge-sharing Behaviors and Psychological Contracts

Masters of Business Administration (Human Resources Management)

Riphah International University [01/08/2015 – 13/02/2017]

City: Islamabad | **Field(s) of study:** Management Sciences | **Final grade:** 3.6 | **Thesis:** Personality Traits, Ethics and Counterproductive Behaviors

Bachelor's of Business Administration

Arid Agriculture University [01/08/2011 – 30/08/2015]

City: Rawalpindi | **Country:** Pakistan | **Field(s) of study:** Business Administration | **Final grade:** 2.8 | **Thesis:** Personality Traits and Counterproductive Work Behaviors

WORK EXPERIENCE

Fast National University of Computer and Emerging Sciences – Islamabad, Pakistan

Research Assistant

[03/02/2025 – Current]

- Writing Research Paper regarding FRSG
- Tasks assigned by supervisor
 - Data collection
 - Data Analysis Techniques (NVIVO)
 - Literature Reviews etc
- Attended Trainings and workshops

Barani Institute of Management Sciences (PMAS Arid Agriculture University, Rawalpindi) – Rawalpindi, Pakistan

Lecturer in business administration

[01/10/2022 – 30/01/2025]

- Taught various courses such as:
 - Research Methods
 - Organizational Behavior
 - Introduction to Project Management
 - Training and Development
 - Professional practices
 - Leadership
 - Entrepreneurship
 - Introduction to HRM
 - Introduction to Marketing
 - International HRM
 - Total Quality Management
 - Learning Management and Development
 - Seminar in HRM
- Developed different reports related to HEC evaluation
- Performed tasks assigned by management of University

 **FHA Technologies Private Limited** – Rawalpindi, Pakistan

Manager HR

[01/10/2021 – 30/10/2022]

- Work on Hiring, Recruitment, Selection process
- Work on Payroll
- Work on Promotions and firing of workers
- Work on day-to-day letters and documentation of HR
- Developed adds for new job vacancies
- Developed HR strategies for future
- Policies

 **Technoli Media Private Limited** – Islamabad, Pakistan

Manager HR and Operations

[01/03/2019 – 28/02/2021]

HR process
Recruitment
Training And Development
Implementation of Green HR
Business and HR Strategies
Policies
HR Budgeting
Negotiations
Event Management
Payroll

PUBLICATIONS

[2022]
How does Servant Leadership Influence Creativity? Enhancing Employee Creativity via Creative Process Engagement and Knowledge Sharing. Published in (Accepted in Frontier in Psychology Organizational Psychology)

[2025]
Conference Paper "Public Private Partnership in Healthcare"
Journal Name: NUST Business School Research Colloquium

COURSES

List of courses

- The Conference on Managing Tourism Across Continents, MTCON Research Academy, Florida United States
- How To Develop Theory Driven Research Models?, Riphah Research Resort (3R), Islamabad, Pakistan

[12/04/2025 – 13/04/2025]

Academic Writing and Research Publishing: Strategies for Success in Reputable Journals by Pakistan Economic Forum

[15/04/2025 – 16/04/2025]

Qualitative Research Techniques and Publication Tactics

Fatima Jinnah Women University Rawalpindi

[06/12/2025 – 07/12/2025]

2 Days Research workshop on SMART PLS and SPSS

Riphah School of Leadership & Riphah Research Resort (R3)

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s):

English

LISTENING B2 **READING** C1 **WRITING** B2

SPOKEN PRODUCTION B2 **SPOKEN INTERACTION** B2

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

TECHNICAL SKILLS

Digital Skills

Skills: Most of the skills were learned from university during studies.

MS Office

ORACLE

SPSS

SMART PLS

NVIVO

R(in process)

List of skills

Organizational skills:

- Time management (As internee in NLC I worked within short notices on making finalizing pay roll and summarizing HR budgets).
- Problem solving (Solved errors in the payroll of NLC)
- Productive (Can quickly do whatever assigned by supervisor)
- Team work (worked within team in NLC)
- Multi tasking (could work on more than one project at a time)
- Strategic thinker (able to think and resolve issues while considering their pros and cons)
- Leadership (Being work in group of internees in NLC lead them most of time while reporting final work)

Communication and interpersonal skills:

- Good oral and written communication skills gained through bachelors and masters.
- good communication skills developed and improved through working with Indus Heritage Trust, and National Logistic Cell.

Job-related skills:

- Quality conscious (focus on quality of products)
- keen observer (while doing research thesis and internship keenly read and observe the concepts and phenomena)
- decision making (while doing MBA learned gained decision making skills)
- Adaptability (adaptable to the new areas and situation)
- learner (working as intern in organizations and education experience gained active learning abilities)

RECOMMENDATIONS

Name: Dr Sadia Nadeem | Head of School FAST School of Management Sciences
PhD Supervisor
Email: sadia.nadeem@nu.edu.pk

Name: Dr. Muhammad sarmad | Professor / HOD Riphah School of Leadership
Riphah International University
Islamabad, Pakistan
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Name: Dr. Muhammad Arif Khattak | Professor
Bahria University,

Islamabad, Pakistan

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