

FAIQ MUSHARAF SABIH

Islamabad, Pakistan 44790 · +92 334 5067632 · faiqsabih@gmail.com · www.linkedin.com/in/faiqsabih

EXPERIENCE

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| 2023-2026 | PERSUASION PVT. LTD.
<i>Office Manager</i> | Islamabad, Pakistan |
| <ul style="list-style-type: none">● Designed and executed communication strategies that promoted the interests of underserved communities, linking ground-level insights with broader advocacy efforts across sectors like education, livelihoods, health, and climate resilience.● Developed and implemented communication strategies amplifying community voices across key development sectors.● Coordinated with local stakeholders to design culturally sensitive outreach and mobilisation campaigns.● Created communication materials including briefs, donor updates, social content, and visual storytelling assets.● Managed production of outreach materials with designers and vendors, ensuring quality and brand alignment.● Led communications planning, tracked deliverables, managed contracts, and supported reporting efforts.● Supported events and campaigns by preparing content, logistics, and on-site materials for strategic outreach.● Analysed data on audience demographics, preferences, and behaviours to tailor targeted messages.● Mentored junior team members, fostering a collaborative work environment that prioritised professional growth opportunities.● Identified and developed concepts in line with sector trends.● Collaborated with internal and external stakeholders to identify key messages and create compelling content for various materials.● Supported event planning and coordination for outreach initiatives, resulting in successful execution. | | |
| 2024-2026 | PARTICIP GMBH (EU-PAKISTAN BUSINESS FORUM)
<i>Junior Non-Key Expert (Assoc. Consultant to EU Delegation to Pakistan)</i> | Islamabad, Pakistan |
| <ul style="list-style-type: none">● Provided logistical and administrative support for high-level EU events, including venue coordination, scheduling, and guest management.● Managed back-end operations such as file organisation, documentation, and archival of event-related materials.● Coordinated with vendors, partners, and internal teams to ensure timely execution of event deliverables.● Prepared briefing packs, attendance sheets, and communication materials to support event roll-out.● Ensured smooth registration, materials distribution, and support for international delegates and speakers.● Assisted with the preparation and formatting of official reports, presentations, and correspondence.● Maintained organized digital records, folders, and shared drives to streamline access and collaboration.● Supported compliance with EU branding and visibility requirements for all event-related documents and materials. | | |
| 2023 | COMSATS UNIVERSITY ISLAMABAD | Islamabad, Pakistan |

Graduate Research Assistant

- Participated in regular meetings with project supervisors, providing progress updates and discussing potential challenges or areas for improvement.
- Conducted literature reviews to support hypothesis development and identify gaps in existing knowledge.
- Reviewed and synthesised relevant research articles to inform the development of research questions and hypotheses.

2022 **NATIONAL AGRICULTURE RESEARCH CENTER (NARC)** Islamabad, Pakistan
Research Assistant

- Trained and supervised junior technicians in laboratory protocols.
- Mentored undergraduate students, providing guidance on research methodologies and techniques.
- Synthesised complex information into clear summaries to make findings accessible to diverse audiences.
- Organised research materials, maintaining a well-ordered workspace conducive to productivity.
- Monitored project timelines, ensuring timely completion of tasks while maintaining high-quality output.
- Enhanced research accuracy by meticulously organising and analysing data sets.

2017 **COMSATS UNIVERSITY ISLAMABAD** Islamabad, Pakistan
Student Research Assistant

- Organised research materials, maintaining a well-ordered workspace conducive to productivity.
- Managed laboratory equipment and resources, ensuring proper maintenance and optimal functionality.
- Participated actively in regular meetings with fellow researchers to discuss project updates, challenges faced, and lessons learned during ongoing activities.

EDUCATION

2023 **COMSATS UNIVERSITY ISLAMABAD** Islamabad, Pakistan
PhD — Research Discontinued (Coursework Completed)

2021 **NATIONAL UNIVERSITY OF SCIENCES & TECHNOLOGY (NUST)** Islamabad, Pakistan
Master of Science (MS)

2016 **COMSATS UNIVERSITY ISLAMABAD** Islamabad, Pakistan
Bachelor of Science (BS)

OTHER

- Languages: English (reading C2, writing C1, speaking B2), Urdu (Native)
- Technical Skills: Word (Advanced), PowerPoint (Advanced), Excel (Intermediate), Canva (Basic), Adobe Premiere Pro 2025 (Beginner)