

Maria Bibi

Profile Summary

Detail-oriented and highly organized professional with experience in administrative coordination, program management, and proposal preparation. Skilled in managing day-to-day operations, coordinating events and activities, and supporting organizational objectives through effective planning and communication. Proven ability to prepare compelling proposals, reports, and documentation, with strong attention to detail and time management. Adept at working in dynamic environments, handling multiple tasks efficiently, and contributing to team success. Passionate about supporting impactful initiatives and ensuring smooth administrative processes.

<u>Education</u>		CGPA / GRADE
2020 – 2024	BS in Anthropology (16 years education) Fatima Jinnah women University Rawalpindi (FJWU), Pakistan	3.38 (Gold Medalist)
2018 – 2020	FSc in Pre-medical Govt. Girls Higher School & College Sagri, Pakistan	73 % “A” Grade
2016 – 2018	Matric in Science Govt. Girls Higher School & College Sagri, Pakistan	87% “A+” Grade

Courses & Certification (In Progress)

Project Management	University of California
Qualitative Research Methods	University of Amsterdam
English for Career Development	University of Pennsylvania

Professional Experience

October 2025 – Jan 2026	Researcher and Head of Global partnership and developments SJ Legal Services (Law Firm) Lead international collaborations and partnerships to expand the firm’s global reach. Develop and execute strategies for business growth and client acquisition by doing research. Represent the firm in global legal networks and manage cross-border communications. Oversee partnership agreements and ensure compliance with international standards.
June 2025- Oct 2025	Admin & Coordinator Pak Institute of Arbitrators & Mediators (PIAM) Managed administrative operations, streamlined office procedures, and coordinated support services in the NGO, Pak Institute of Arbitrators and Mediators to enhance overall efficiency, Organizing events. ❖ Organized and coordinated a Capacity-Building Session on Alternative Dispute Resolution (ADR) at the Islamabad High Court Bar Association in collaboration with legal professionals.
Feb 2025- May 2025	Admin Manager ValueCourt, Islamabad Oversaw daily administrative operations, ensuring smooth workflow and organizational efficiency. Managed office systems, coordinated with departments, and supported management in decision-making processes.
July 2023- Jan2025	Admin and English Teacher F.C Public School Managed administrative duties and taught English to high section students, promoting academic excellence and maintaining a well-organized environment.
2020 – 2024	Student Researcher Fatima Jinnah Women University Conducted 4 years of research during my undergraduate studies, focusing on various social issues through ethnographic and netnographic methods. Explored themes such as religion, culture, and identity by engaging with both online and offline communities. Developed strong qualitative research skills, including participant observation, digital analysis, and thematic interpretation. Led various committees such as discipline, IT and stage committees in organizing departmental events, including seminars, conferences, and cultural activities. Supervised tasks such as budget allocation, venue arrangement, and team coordination. Enhanced event participation through effective promotional strategies and team collaboration.
April 2018 – July 2018	Taught primary-level students after completing matriculation exams. Assisted teachers in lesson delivery and classroom management. Developed confidence, communication, and early teaching experience.

Skills

Event Management - Leadership - Administration - Coordination - Communication - MS Word
PowerPoint - MS Excel - Quickbook - Clockify - Google Form - Canva

Critical Thinking - Research - Interviews - Ethnography - Netnography - Group Work

Research Experience

Thesis	Culture of <i>Takfeer</i> as a Space of Sectarian Hegemony: A Netnography of Pakistani Social Media My thesis examines the use of <i>takfeer</i> (ex-communication) in establishing sectarian dominance within online Muslim communities in Pakistan. Using ethnographic and netnographic methods, it explores how individuals interpret and negotiate takfeer discourses and how these shape their real-world perceptions and behaviors. The study highlights its role in reinforcing sectarian identities and intensifying social divisions.
November 08, 2025	Presented thesis on at 3rd International Conference on Advancing Social Research (ICARSS), Allama Iqbal Open University

Research Projects

2024	Anthropological Exploration of Gamophobia in Pakistan
2024	Romanticizing Violence through Entertainment: A Perceptual Analysis of “Hysteric Love” in Pakistani Dramas.
2023	Identity Crisis and Gender Law: An Anthropological Exploration of Socio Religious Implication of Transgender Act in Pakistan.
2023	Changing Patterns of Marriage in Pakistan and its Impact on Nuptiality.
2023	An Anthropological Exploration of Digital Divide between Parents and Children in Pakistan
2022	Anthropological Exploration of Civilian Coup in Pakistan
2022	Honoring the Deceased in Islam: An Anthropological Exploration on Significance of Memorial Practices and Rituals and their Transformation in the Face of Modernity.

Scholarships and Awards

2024	Gold Medalist
2024	Prime Minister's Merit-Based Laptop
2022-2024	Rahmatul-lil-Alameen Merit Based Scholarship of Fatima Jinnah Women University

Workshops

2024	British Council Global Partnership Project Workshop “Ensuring a Safe Transition From Higher Education to Empowerment for Women in Pakistan through Eliminating Violence and Creating Safe Learning Spaces” at FJWU.
2024	“Critical Thinking and Digital Literacy” by Friedrich Ebert Stiftung at Fatima Jinnah Women University Rawalpindi.

Conferences and Trainings

2025	Capacity-Building Session On Alternative Dispute Resolution (ADR) at the Islamabad High Court Bar Association.
2024	International Conference on Innovation in Education, Pedagogy and Assessment
2024	International Conference “Breaking Barriers through Diversity and Inclusivity” By NRSP in collaboration with APWUC and USAID.
2023	One month International course “Teaching Indigenous Performance Traditions In 21 st Century Pakistan: Embodied Knowledge as Pedagogy and an Antidote to Extremism” by FJWU in collaboration with USEFP.
2021-2023	Two years project, “Intervention Study to Promote Health and Improve Healthcare Knowledge and Practices among Young Women” at FJWU in collaboration with institute for Global Public Health, University Of Manitoba.

Languages

- Urdu
- English
- Pothohari