

## MS. HUMERA RIAZ

LECTURER

### PROFILE

A committed lecturer with over 6 years of experience at leading academic institutions, adept at delivering both in-person and online education to students from diverse social and cultural backgrounds. Proficient in utilizing **Learning Management Systems (LMS)** and conducting live virtual classes via Zoom, Microsoft Teams, and Google Meet to ensure uninterrupted learning experiences. Possessing excellent administrative, verbal, and written communication skills along with innovative teaching methodologies that foster an engaging and interactive digital classroom environment. Skilled in managing online attendance, digital grade books, and virtual student engagement strategies. Able to work in a managerial role or as part of a team, with a proven ability to meet tight schedules and deadlines. Currently seeking academic opportunities in universities that embrace modern e-learning and hybrid education models.

### CONTACT

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Arazi Record Center, Main Tehsil  
Office Gujar Khan, District  
Rawalpindi.

## EXPERIENCE

### LECTURER

**OCT 2025 – PRESENT**

Government Graduate College for Women – Gujar Khan, Pakistan

### VISITING LECTURER

**MAR 2025 – PRESENT**

Punjab University Potohar Campus – Gujar Khan, Pakistan

### TUTOR

**NOV 2019 – PRESENT**

Allama Iqbal Open University – Islamabad, Pakistan

### SENIOR LECTURER

**AUG 2024 – SEP 2025**

Best Group of Colleges – Gujar Khan, Pakistan

Affiliation with Khawaja Fareed University of Engineering & Information Technology – Rahim Yar Khan, Pakistan.

### SENIOR LECTURER

**MAY 2022 – AUG 2024**

MentorUs College – Gujar Khan, Pakistan

Affiliation with University of Gujrat.

### SENIOR LECTURER

**JAN 2018 – FEB 2019**

National College of Learning – Islamabad, Pakistan

Affiliation with Gomal University DI. Khan

## PROFESSIONAL EXPERIENCE

### HOSTEL WARDEN

**SEP 2019 – DEC 2020**

NAMAL University Mianwali – Mianwali, Pakistan

### ADMIN & HR

**APR 2013 – NOV 2014**

Parity System INC – Rawalpindi, Pakistan

## EDUCATION

### MS MANAGEMENT SCIENCES – 2017

COMSATS University Islamabad Attock Campus – Attock Pakistan

### BACHELOR IN BUSINESS ADMINISTRATION - 2014

Federal Urdu University OF Arts Science & Technology –  
Islamabad, Pakistan

## PROFESSIONAL EDUCATION

### BACHELOR IN EDUCATION 1.5 YEARS – 2020

Allama Iqbal Open University – Islamabad, Pakistan

### DIPLOMA IN IT 3 MONTHS – 2018

Info Tech Computer College – Chakwal, Pakistan

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## SUBJECTS TAUGHTS

- Human Resources Management
- Marketing management
- Principles of Management
- Entrepreneurship
- Business Communication
- Money Banking & Finance
- Business Research Methods
- Organizational Behavior
- Performance Management
- Human Resource Development
- Introduction to Business
- Cost Accounting
- Auditing
- Business and Labour Laws
- Project Management
- Change Management

## KEY SKILLS:

- **Statistical Software's**
  - Smart PLS
  - SPSS
  - STATA
- Advance MS Office Suite Knowledge
- Outlook

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## EXTRA CURRICULAR ACTIVITIES

- Internet Surfing
- Book Reading
- Cooking

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## REFERENCE

- Will be Furnished on Request

## PUBLICATIONS

- Riaz, H., Bibi, F., Hussain, S., & Malik, I., (2015, Aug). *Impact of work family conflict on job performance in working women: moderating role of neuroticism and conscientiousness*. Paper presented at the SAICON the South Asian International Conference (SAICON 2015), Islamabad, Pakistan.

## DISSERTATIONS

- (MS Thesis) Entrepreneurs' Subjective Success: The Mediating and Moderating Role of Personal Resources in Job Demand-Resource Approach under the supervision of Dr. Saddam Hussain.
- (B.Ed. Thesis) Decreasing Students' Stress Through Time Management Skill: An Action Research

## ACADEMIC ACHIVEMENTS

- Got Merit Scholarships for securing 2nd and 1st position in 1st and 2nd semesters of MS.
- Secured 1st Position in the class of BBA 7th semester and won the talent tribute's certificate and Souvenir.
- Got laptop award in Prime Minister Scheme 2014 at Federal Urdu University Art Science and Technology Islamabad

## ACTIVITIES ACHIVEMENTS

- Participate and organize seminar at COMSATS Institute of Information Technology Attock.
- Arranged and participate in several seminars on marketing, management, project management, information technology and entrepreneurship at Federal Urdu University of Arts, Sciences and Technology, Islamabad.
- Organized different events at university i.e. funfair 2011 (2000+ guests) and Farewell functions (400+ guests) at Federal Urdu University of Arts, Sciences and Technology, Islamabad.
- Participate in talent award show 2012 organized by Federal Urdu University of Arts, Sciences and Technology, Islamabad.