

Sundus Iqbal



sundusiqbal68@gmail.com



www.linkedin.com/in/sundus-iqbal-b2803639



+92 (333) 5142542



https://www.researchgate.net/profile/Sundus_Iqbal

EDUCATION

2016 MPhil Bio-Informatics - National Centre for Bioinformatics, Quaid-i-Azam University, Islamabad **GPA 3.8/5.0**

2012 BS Bio-Informatics-COMSATS Institute of Information Technology, Chakshahzad, Islamabad **GPA 3.09/4.0**

2008 HSSC Pre-Medical-Fauji Foundation College for Girls, New Lalazar, Rawalpindi

EXPERIENCE

Rawalpindi Medical University

Assistant Registrar (BPS-17)

August 2019-April 2023

- ❖ Convened **Syndicate meetings** at Registrar level including agendas, working paper preparation, presentation and minutes of meeting of University and four (04) Allied Hospitals.
- ❖ Worked as **Administrative Head** of the University to monitor daily activities including employ attendance, leave record, contract extensions, notifications etc.
- ❖ Actively participated in preparing/compiling **Statutes of the University**.
- ❖ Convener of **Human Resource Committee** and **Permanent Member of Selection Board of University**.
- ❖ Compiled **Annual Report** of the University alongwith other members.
- ❖ Member of **QEC Institutional Performance Evaluation Team** to evaluate the quality assurance at departmental and institutional level.
- ❖ Member/Convener of **Disciplinary Committee and Scrutiny Committee**.
- ❖ Issuance and record keeping of candidates for **Registration of undergraduate & post graduate programs** (MS/MD, Phd), short courses, diplomas and long courses etc.
- ❖ Assisted the Medical Superintendents of three (3) tertiary care hospitals with **Punjab Healthcare Commission (PHC) visit** as university representative.
- ❖ Prepared and Liaison with University & four Hospitals for **HEC & PMDC/PMC institutional evaluation** alongwith all evidences.
- ❖ Maintain and keep record of all **International & National MOUs** of the university.
- ❖ Maintenance of Faculty and Administration promotion/transfer record.
- ❖ Prepared **Higher Education Statistics (HES) Performa, University Ranking of HEC** after collecting data from all the relevant departments of the university.

Foundation University Islamabad

Data Analyst at Quality Enhancement Cell (QEC)

April 2017- August 2019

- ❖ Prepared University Portfolio Report of HEC Institutional Performance Evaluation
- ❖ Preparation and Evaluation of Self-Assessment Report



- ❖ Collaboration between National & Foreign Universities.
- ❖ Assisted in proposal development to establish collaboration, Facilitation to faculty for developing collaboration.
- ❖ Prepared Higher Education Statistics Performa after data collection from university.
- ❖ Evaluation & Assessment of Faculty & Student Feedback Forms.
- ❖ Prepared Implementation Reports of IPE and Academic Audit visits.
- ❖ Arrangement of training workshop of related to Quality.
- ❖ Verification of Research Publications for Faculty Appointment & Award of Degree.
- ❖ Assisted Director QEC in attaining membership from different QEC bodies.

Research Associate at Office of Research Innovation and Commercialization (ORIC)
(Additional Charge)

April 2017- August 2019

- ❖ FUI Focal Person for Research Projects under NGRI, ICT R & D Fund
- ❖ Arranged Campus Research Committee Meetings for Faculty research activities.
- ❖ Collection and Maintenance of University Research data for HEC ORIC Score card
- ❖ Preparation of Board of Advanced Studies and Research (BASAR) Working Paper and presentation.
- ❖ Assisted in submission of research projects under National Research Program for Universities
- ❖ Organization and maintenance of database for research activities of FUI Faculty
- ❖ Assisted in applications of Internal Funding of Research Grants from the FUI Faculty.

Atta-ur-Rahman School of Applied Biosciences (ASAB), NUST Islamabad

Medical Technologist at Plant Biology Laboratory

June - Sep 2013

- ❖ Experience in plant DNA extraction
- ❖ Laboratory equipment handling
- ❖ Preparing quotations for different lab equipment
- ❖ Handling administrative tasks

Nuclear Medicine Oncology and Radiotherapy Institute (NORI), Islamabad

Bioinformatics Intern

Jan - Feb 2013

- ❖ Researching, collecting, and performing Bioinformatics analysis on hepatitis patients data
- ❖ Equipment handling and observing different laboratory techniques

Center for Advanced Studies in Telecommunication (CAST), Islamabad

Disease Pathology and Modeling using MATLAB

Bioinformatics Intern

June - Aug 2011

- ❖ Analyzed genomic data using bioinformatics databases
- ❖ Studied disease pathology

Shifa College of Medicine, Islamabad

Polymerase Chain Reaction (PCR) Laboratory

Bioinformatics Intern

June - Aug 2010

- ❖ Provided technical support to laboratory personnel
- ❖ Working experience of DNA Extraction & Gel Electrophoresis

- ❖ Equipment Handling

MISCELLANEOUS PROJECTS

- ❖ Developed a poster “Spider Heals Burn” by applying Biotechnology Techniques
- ❖ Genome Annotation
- ❖ Promoter and Splice Site Finder
- ❖ Transcription Binding Site Finder
- ❖ ATM Machine
- ❖ ORF Finder

INTERESTS

- ❖ Books Reading
- ❖ Baking
- ❖ Exploring new things

DISTINCTION

Recipient of Merit Scholarship awarded by National Centre for Bioinformatics, Quaid-i-Azam University, Islamabad in M.Phil.

PUBLICATIONS

Iqbal, S., Ejaz, H., Nawaz, S.N., Loor, J.J., Naeem, A. (2014). Meta-analysis of cancer transcriptomes: A new approach to uncover molecular pathological events in different cancer tissues. *Network Biology*, 4(1): 1-20

Iqbal, S., Shamim, A., Azam, S.S., Wadood, A. (2016). Identification of Potent Inhibitors for Chromodomain-Helicase-DNA-Binding Protein 1-Like through Molecular Docking Studies. *Medicinal Chemistry Research*, 25(12): 2924-39

CERTIFICATIONS & PARTICIPATION

- ❖ Certificate of Appreciation as **Evaluator in HEC Institutional Performance Evaluation** on 22-24 June 2021 & 13-15 June 2022
Rawalpindi Medical University
- ❖ Certification in 9 hours training “**Outcome Based Education (OBE) & Academic Quality Assurance**” 20 November, 2018
Udemy
- ❖ Attended 2nd National Level Seminar on “**Promoting Quality Culture in HEIs**” 10 May, 2017
University of Wah
- ❖ Participated in “**1st International Conference on Quality Assurance in Higher Education**” 18-19 December, 2017
Khyber Medical University, Peshawar
- ❖ Participation in “**Advances in Bioinformatics in Post-Genomic Era**” 6 Nov, 2014
NCB, Quaid i Azam University, Islamabad.
- ❖ Certification in “**The Epidemiology, Biostatistics and Surveillance Practicum**” March to April, 2013
The Hospital for Sick Children, Dalla Lana School of Public Health, University of Toronto