

ESHAAL MARYAM MIR

RESEARCH SCHOLAR

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SUMMARY

I am a Project Management graduate with experience in research, teaching, customer service, and supply chain management. Skilled in Microsoft Office, Google Workspace, and online collaboration tools, I have worked as an Online Tutor, Research Intern, Teaching Assistant at bahria university, and Supply Chain Intern at PAF Hospital. I possess strong communication, organizational, and analytical skills, with a focus on academic excellence, student development, and organizational success.

SKILLS

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| <ul style="list-style-type: none">• Microsoft Office• Google Workspace | <ul style="list-style-type: none">• Time Management• Task Prioritization | <ul style="list-style-type: none">• Team Collaboration & Coordination• Academic Research & Report Writing |
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PROFESSIONAL EXPERIENCE

Head of Business, Finance & Economics, OA Tutors

(Dec 2025- Present)

- Delivered lectures in Business, Economics, and Finance with structured lesson plans and assessments.
- Provided academic guidance, feedback, and exam preparation support to students.
- Monitored student progress and managed quizzes, tests, and academic activities.

Social Media Manager, QuickRankers

(Sep, 2025 – Dec, 2025)

- Planned and executed social media strategies across multiple platforms.
- Created, managed, and optimized content using performance analytics.
- Handled community engagement and collaborated on marketing campaigns while maintaining brand voice.

Online Tutor, Eahana TutorsAcademy

(March, 2024 – Jan, 2026)

- Conducted online tutoring in Accounting, Finance, and Business Studies using interactive teaching methods.
- Developed customized lesson plans and simplified complex concepts for better understanding.
- Monitored student progress and provided regular feedback to improve academic performance.

CSR, JSons.Communication

(Feb, 2023- May, 2023)

- Collected client information through telephone calls and interviews.
- Verified client details and assessed eligibility based on requirements.
- Transferred calls to head office for further assistance and resolution.

Supply Chain Intern, PAF Hospital

(Sep, 2022- Dec, 2022)

- Managed inventory, order processing, and procurement activities.
- Maintained records and tracked deliveries using Excel and manual documentation.
- Used Candela software for inventory management and workflow tracking.

Research Intern and Teaching Assistant, Bahria University.

(May, 2022 – Dec, 2022)

- Assisted in survey design, data collection, and respondent follow-ups.
- Created graphs/charts, verified data accuracy, and supported focus group meetings.
- Prepared lecture materials, presentations, and conducted student support sessions.

EDUCATION

MS in Project Management | Bahria University, Islamabad. CGPA 3.27/4.00

2023-2025

Thesis| Risk Management and Project Success: The Role of Risk Resilience and Project Planning.

BBA, Silver Medalist | Bahria University, Islamabad. CGPA 3.63/4.00

2021-2023

Associate Degree Program (IT) | University of Central Punjab. CGPA 2.94/4.00

2018-2020

ADDITIONAL INFORMATION

- Languages:** English, Urdu, Punjabi, Chinese.
- Certifications:** Agile Project Management, Lean Project Management, TEFL, Certificate from Internal Economic Affairs Officer Alberto, United Nations, Chinese language course beginner level.
- Awards/Activities:** Certificate of Excellence from bahria university Islamabad, Silver Medal from Bahria university Islamabad in BBA.