

ZARMINA KHAN

An accomplished and proactive Manager with a strong record in academic administration and drafting documents. Adept at leading teams, streamlining processes, and supporting senior management in the effective oversight of MS/PhD programs. Over the years, I have demonstrated excellence in drafting official documents—including minutes of meetings, reports, and policy correspondence—while serving as a key communication liaison for the dissemination of information and implementation of HEC policies. Holding a B.Ed degree, I am also passionate about teaching business courses part-time, combining leadership expertise with a commitment to academic excellence and professional development.

Experience

July 2025-Present

Manager - Doctoral Committee • SZABIST University – Karachi

November 2018-June 2025

Assistant Manager / Research Associate - Doctoral Committee • SZABIST University – Karachi

- Coordinating with all departments/campuses for implementation of all HEC policies related to MS/PhD and Equivalent
- Coordinating with all campuses and departments for the arrangement of their relevant DERCs
- Coordinating and collecting data from all departments and campuses for working paper of IERB
- All necessary arrangements and payment of IERB external member
- Noting and preparing minutes of IERB meetings
- Arranging IERB meetings for different projects submitted by ORIC department and issuance of IERB letters, whenever required
- Coordinating and collecting data from all departments and campuses for working paper of DC
- Making necessary arrangements for DC meetings
- Noting and preparing minutes of DC meetings
- Coordinating minutes of DC meeting with BASR
- Coordinating decisions of DC to all related departments for implementations of changes approved
- Coordinating with QEC for any HEC visit/review for MS/PhD and Equivalent along with provision of data to QEC
- Preparing annual budget, annual report, and prospectus of DC & IERB
- Coordinating with all departments for collection of proposals of IRS/Thesis/Dissertation for MS/PhD
- Updating and maintaining record of meeting record form for IRS/Thesis/Dissertation
- Coordinating any issue to all respective departments/campuses related to MS/PhD students from time to time



Punjab Colony, Karachi,
Pakistan



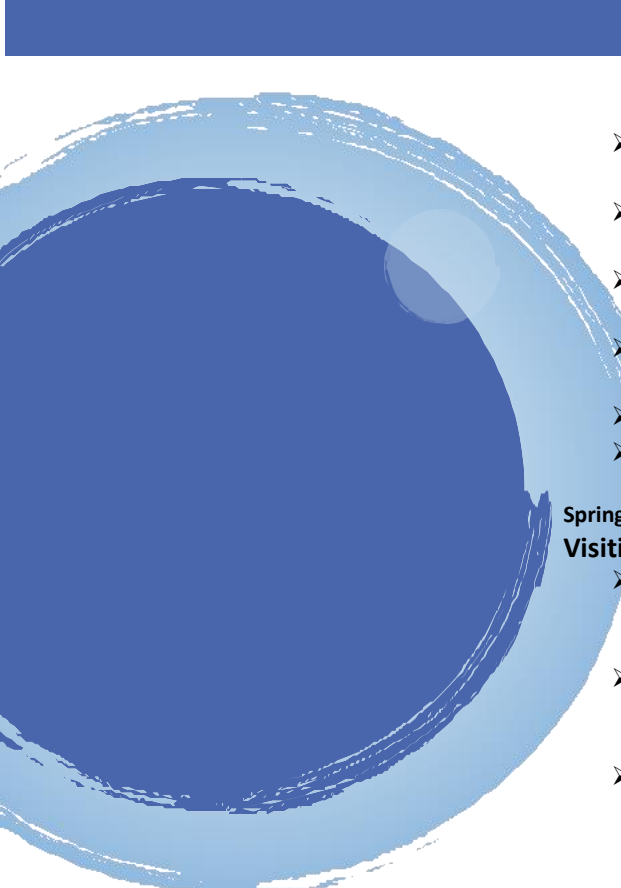
+92333-0245169



z_khan_1991@hotmail.com

Languages

English	●●●●○
Urdu	●●●●○
Arabic	●●○○○
Chinese	●○○○○

- 
- Working on any new policies/committees related to MS/PhD and Equivalent students
 - Arranging and coordinating all other meetings related to MS/PhD issues when required
 - Responding to any query arising at any department related to MS/PhD students
 - Arranging, coordinating, and preparation of working paper and minutes of meeting for any issue raised/ task assigned
 - Keeping record of all inquiries and tasks assigned time to time
 - Working on any tasks assigned by Chair DC from time to time

Spring 2026

Visiting Faculty • SZABIST University – Karachi

- Taught Social Entrepreneurship to Bachelor of Science students, fostering social innovation, sustainable business practices, and entrepreneurial problem-solving skills
- Organized guest speaker sessions featuring social entrepreneurs to provide students with real-world insights into social impact ventures and sustainable development initiatives
- Supervised and mentored students in developing social enterprise ideas, business models, and impact-driven solutions, and evaluated their presentations on innovative approaches to addressing social challenges

Fall 2024

Visiting Faculty • Dawood University of Engineering and Technology – Karachi

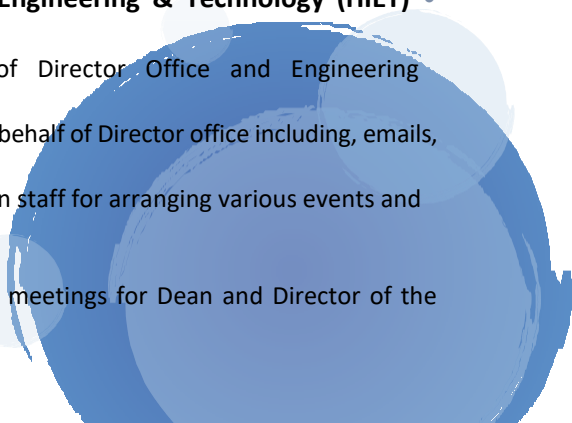
- Taught Entrepreneurship to Bachelor of Science students fostering innovation and practical business skills
- Arranged Guest Speaker Lectures emphasizing real-world application and startup development
- Supervised and guided students in developing business ideas and evaluated their presentations on innovative concepts

Private Tutor • Commerce and Accounting Subjects

- Provide private tutoring to students from Intermediate (I.Com) to Master's level in a wide range of Commerce and Business subjects
- Specialized in teaching Accounting Subjects to university students and assist them in developing a strong conceptual understanding of accounting principles, financial reporting, and business transactions
- Taught various commerce and business-related theory subjects, including courses related to Business Communication, Entrepreneurship, Marketing and Management
- Delivered personalized instruction tailored to individual learning needs, academic goals, and examination requirements
- Maintained a consistently high success rate among students in board and university examinations

August 2017–October 2018

PA to Director - Hamdard Institute of Engineering & Technology (HIET) • Hamdard University - Main Campus

- 
- Handling administrative matters of Director Office and Engineering department
 - Doing all types of correspondence on behalf of Director office including, emails, calls and in person
 - Providing assistance to administration staff for arranging various events and programs in the department
 - Receiving and responding to mails
 - Scheduling, arranging and attending meetings for Dean and Director of the department

- 
- Preparing working papers for meeting and any reports
 - Taking notes and preparing Minutes of Meeting of day to day meetings of the department
 - Any other task assigned by Dean and Director time to time

August 2009–May 2018

Commerce Teacher • Saadi Coaching Centre

- Taught Accounting, Principle of Commerce and Banking to I.Com Students and preparing them for Board Exams
- Taught Principle of Accounting, Introduction to Business, Advance Accounting, Cost Accounting, Principles of Management, Business Communication, Introduction to Business & Industrial Law and Banking & Finance to B.Com Students and preparing them for University Exams

September 2016–May 2017

Commerce Lecturer • PakTurk Maarif International Schools & Colleges

- Taught Accounting, Principle of Commerce and Banking to I. Com Students and preparing them for Board Exams
- Worked with students on making projects related to assigned courses
- Arranged Open House for Commerce Section
- Took part in events and programs happened time to time in the institute
- Any other task assigned by management

April 2015–December 2015

Examination Officer • Institution of Chartered Accountants of Pakistan (ICAP)

- Responding to student's queries on email and phone
- Checked registration forms and examination forms of students for any anomalies in the forms and later communicated the same to students
- Fed data of student's along with fee voucher details in software
- Checked the anomalies in the fee vouchers
- Generated and issued duplicate result cards to students
- Checked, arranged and verified registration forms, fee vouchers, admit cards, examination copies, result cards

June 2014–July 2014

Internee • Pakistan State Oil Co. Ltd.

- Sorted data provided by Company Operated Company Owned (COCO) sites and maintained the record files
- Verified the various type of data related to expenses and income
- Fed data on ERP software linked to Company Operated Company Owned (COCO) sites working overall Pakistan

January 2014–March 2014

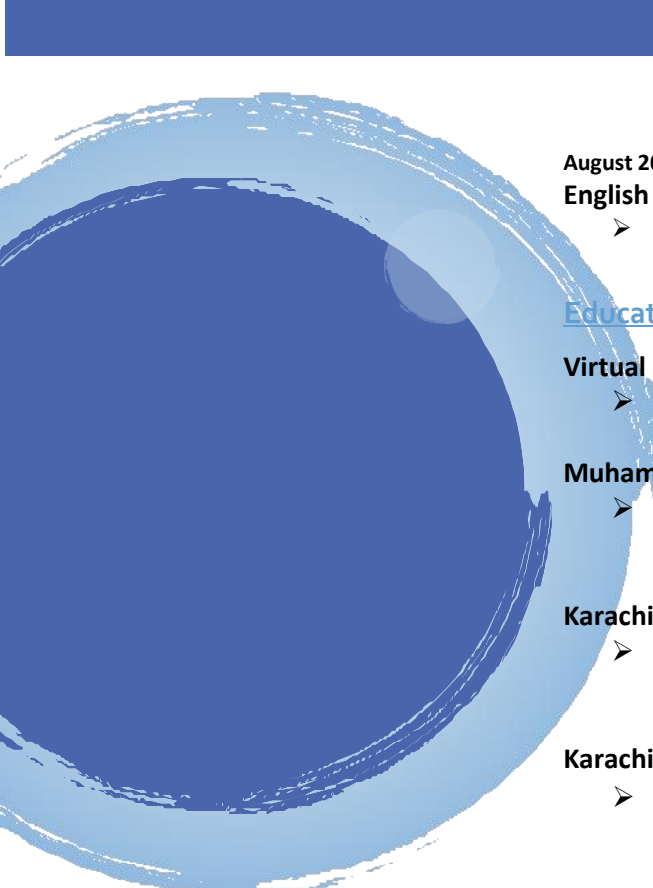
Internee • Selar Enterprises

- Collected data of various topics assigned time to time
- Prepared reports and presentations on assigned topics

July 2012–January 2013

Accounts Assistant • Atlas Steel & Engineering Co. (ASECO)

- Handled the Billing section of the company
 - Generated Invoices and sending to customers
 - Communicated with technical staff overall Pakistan
 - Prepared and maintained Outstanding Travel Allowances of technical staff working at all locations in Pakistan
 - Worked on Tally Accounting Software for posting of financial data
 - Prepared payment vouchers
 - Corresponded with customers on regular intervals
- 



August 2009–June 2012

English Teacher • Inner Wheel Karachi Secondary School

- Taught English subject to Primary and Secondary classes

Education

Virtual University, Karachi

- Completed B.Ed in Educational Psychology with 3.75 CGPA in 2025

Muhammad Ali Jinnah University, Karachi

- Completed Coursework of PhD in HRM/Entrepreneurship with 3.6 CGPA in 2022

Karachi University Business School, Karachi

- Completed 1.5 years MBA equivalent to MS with 3.56 CGPA in the field of Human Resource Management in 2019

Karachi University Business School, Karachi

- Completed two years MBA with 3.56 CGPA in the field of Finance in 2014

Govt. College of Commerce & Economics, Karachi

- Completed B.Com with 1st Division in 2011

Govt. College of Commerce & Economics, Karachi

- Completed I.Com with 'A' Grade in 2009

Jenning's Private School, Karachi

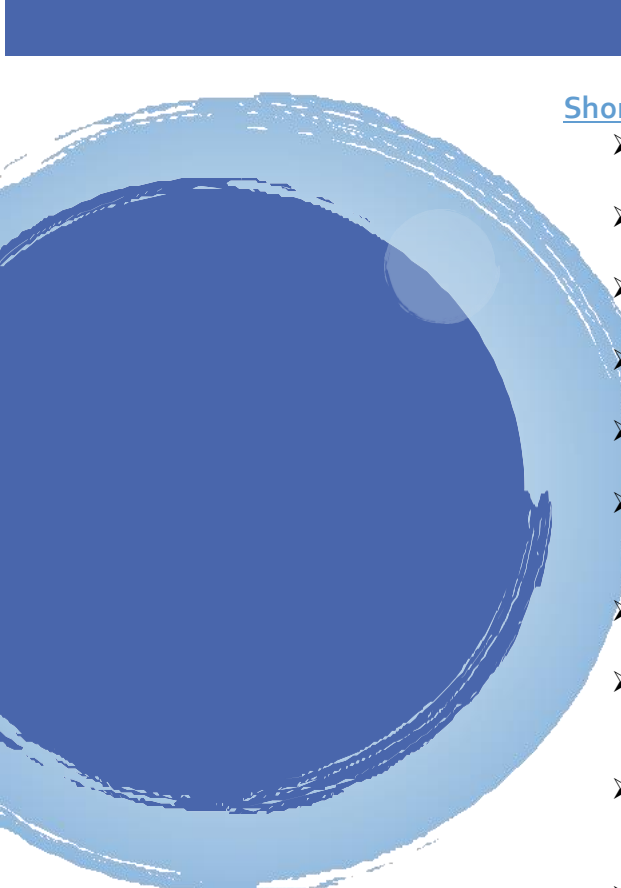
- Completed SSC in Bio Sciences with 'A' Grade in 2007

Research Paper

- **Khan, Z., & Siddiqui, D. A. (2020).** Antecedents of Women Work Force Conflict and Turnover: The Role of Culture and Environment. Human Resource Research, Macrothink Institute, vol. 4(1), pages 176-204.

Skills

- Strategic Decision-Making and Creative Problem-Solving
 - Leadership, Team Management, and Collaboration
 - Effective Communication and Interpersonal Skills
 - Strong Time Management and Organizational Skills
 - Professionalism and Ethical Conduct
 - Academic Coordination and Documentation Expertise
 - Adaptability and Ability to Work Under Pressure
 - Proficient in Microsoft Office and Academic Reporting
 - Quick Learner with a Commitment to Continuous Improvement
 - Passion for Teaching and Knowledge Sharing in Business Education
- 



Short Courses & Trainings

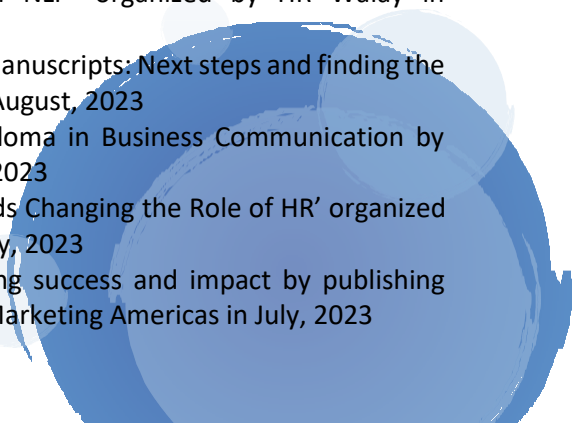
- Completed Four Month Course of 'Affiliate Marketing' from Digi Skills in July 2026
- Completed Four Month Course of 'Startup Strategies and Entrepreneurship' from Digi Skills in March 2026
- Completed Four Month Course of 'Digital Marketing' from Digi Skills in November 2025
- Completed Four Month Course of 'Virtual Assistant' from Digi Skills in November 2025
- Completed Four Month Course of 'Freelancing' from Digi Skills in October 2024
- Completed Two Month Course of 'Fundamentals of Artificial Intelligence: Unlock the Power of AI in Your Field!' from SZABIST University in August 2024
- Completed Four Month Course of Arabic language (Level-1) from ICCBS, University of Karachi in October 2023
- Completed Ten Weeks Online Course of 'Human Resource Management' organized by Directorate of Distance Education, University of Karachi in October, 2022
- Completed Ten Weeks Online Course of 'Research Methodology' organized by Directorate of Distance Education, University of Karachi in February, 2022
- Completed Three days Training Program on 'SAP ERP Navigation/End-user Training' organized by SAPTEK Solutions in January 2022
- Completed Two-week online course on 'Data Analysis Using SPSS' organized by TranSkills Hub in June, 2021
- Completed Business Chinese Test (Level-1) and HSK (Level-1) from Confucius Institute, University of Karachi in August, 2018
- Completed One month course on 'Accounting Information System in Software Environment' from Institute of Business Administration (IBA) in February, 2018
- Completed Three days training on "Management of Training" from Sardar Yasin Malik Professional Development Facilities, University of Karachi in September, 2013
- Completed Four months course on 'Computerized Accounting-Basic Level' from INFRA in January, 2013

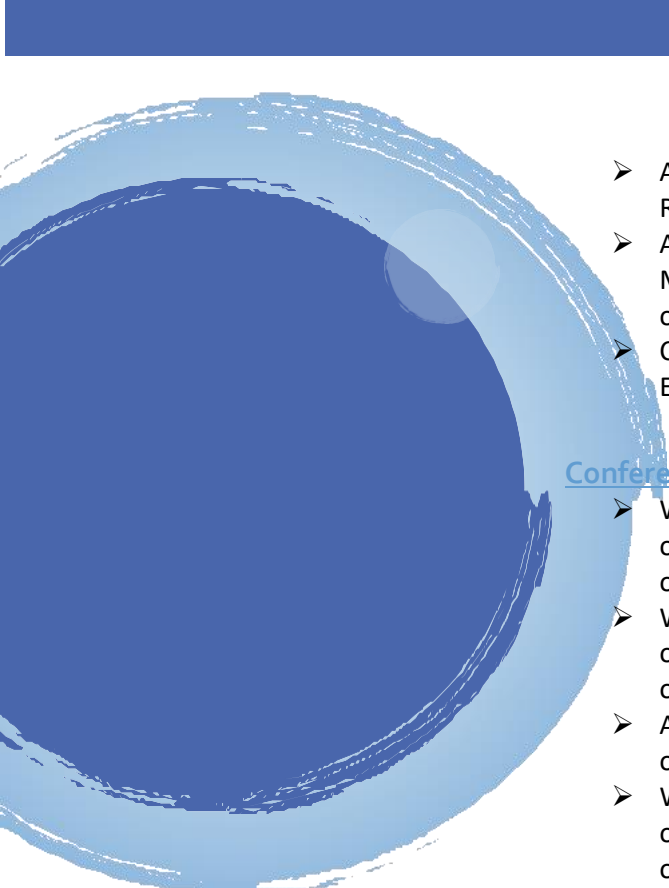
Workshops & Seminars

- Attended Workshops organized by MAJU University in August, 2024 on:
 1. Public Speaking and Team Building
 2. Growth Mindset
 3. Stress Management and Strength Building
- Participated in Pre-Conference One-Day Workshop on 'The ABCs of Case Teaching' at ICBEEM 2022 organized by Sukkur IBA University in October 2022
- Participated in a One-day workshop on 'How to publish in High Impact Factor Journals' organized by MAJU University in January 2022
- Participated in a Three days' workshop on 'Increase your Research Impact: Publish your work – The Secrets Behind' organized by Faculty of Management Sciences, SZABIST University in September, 2021
- Attended a Three days' workshop on 'Teaching Tools and Methodologies' organized by PakTurk Academy of Teaching and Learning Excellence in December, 2016
- Attended a One day workshop on 'Financial Management' organized by Karachi University Business School in April, 2014



Webinars & Online Certifications

- Attended following online workshops under the Human – Centered Leadership Competencies Development Program organized by SZABIST University in collaboration with American Association of University Women (AAUM) and Sindh HEC:
 1. Use of AI in Education
 2. Enhancing Adaptive, Ethical & Inclusive Leadership (Gender Sensitive Leadership)
 3. From Chalk to Cheques: Financial Leadership for Women Academic Leaders
 - Attended Online ‘Teachers’ Symposium – Teach for the Future’ by Oxford University Press in November, 2024
 - Attended Online Session on ‘Creating a Positive Environment’ by Impart-Learning to Excel and Grow in September, 2024
 - Attended Online Seminar on ‘Accessing Wiley Journals and Publication Tips for Authors and Researchers (HEC)’ organized by Wiley in November, 2023
 - Received Super Teachers / Educators Award by Impart-Learning to Excel and Grow in October, 2023
 - Received ‘Rising Star Certificate’ by Impart-Learning to Excel and Grow in September, 2023
 - Attended Online Workshop on ‘Inclusive Education’ by Impart-Learning to Excel and Grow in September, 2023
 - Attended Online Workshop on ‘Meme Culture: A Mood Buster or a Curse?’ by Impart-Learning to Excel and Grow in September, 2023
 - Attended Online Workshop on ‘Unlocking Growth & Learning through Reflective Practices’ by Impart-Learning to Excel and Grow in September, 2023
 - Attended Online Workshop on ‘Creating Mathotec Classrooms’ by Impart-Learning to Excel and Grow in September, 2023
 - Attended Online Workshop on ‘Business Communication for Aspiring Teachers’ by Impart-Learning to Excel and Grow in September, 2023
 - Attended Online Workshop on ‘The Nature Connection’ by Impart-Learning to Excel and Grow in September, 2023
 - Attended Webinar on ‘An Introduction to Investments: Exploring Stocks, Bonds, and More’ by Athena Global Education in October, 2023
 - Attended Webinar on ‘The Resume Blueprint: Crafting a Winning Career Document’ by Athena Global Education in September, 2023
 - Attended Webinar on ‘AI Masterclass: ChatGPT Prompt Engineering and Applications’ by Athena Global Education in September, 2023
 - Attended Webinar on ‘Data Analytics Masterclass: Crafting Tomorrow’s Strategies’ by Athena Global Education in September, 2023
 - Attended Virtual Meet on ‘Role of Voice and Secrets of Powerful Communication Skills Based on NLP’ organized by HR Walay in September, 2023
 - Attended Webinar on ‘Rejected manuscripts: Next steps and finding the right fit’ organized by Elsevier in August, 2023
 - Completed Online Executive Diploma in Business Communication by Athena Global Education in July, 2023
 - Attended Webinar on ‘Data Trends Changing the Role of HR’ organized by Athena Global Education in July, 2023
 - Attended Webinar on ‘Maximizing success and impact by publishing open access’ organized by Field Marketing Americas in July, 2023
- 

- 
- Attended Webinar on 'Preprints: A New Way to Publish Your Research Results' organized by Elsevier in September, 2022
 - Attended Webinar on 'Empowering knowledge on ethical publishing: Mastering the art of identifying predatory, fake and cloned journals' organized by Elsevier in June, 2022
 - Completed Online Certification on 'Foundations of Business and Entrepreneurship' organized by Skill Front in February 2021

Conferences

- Worked as a member of Organizing Committee for 'Global Conference on Research in Education and Social Sciences (GCoRESS 2026)' organized by SZABIST University in April 2026
- Worked as a member of Organizing Committee for 'Global Conference on Research in Education and Social Sciences (GCoRESS 2025)' organized by SZABIST University in February 2025
- Attended 2nd SZABIST International Conference (SIC) as a Participant organized by SZABIST University in April 2024
- Worked as a member of Organizing Committee for 'Global Conference on Research in Education and Social Sciences (GCoRESS 2023)' organized by SZABIST University in March 2023
- Attended 4th International Conference on Business, Economics & Education Management (ICBEEM 2022) as a Participant organized by Sukkur IBA University in October 2022
- Attended 2nd Global Conference of Educational Research (GCOER-2022) as a Participant organized by SZABIST University in June, 2022
- Attended Conference of 'INNOVA'14 – Turning Visions into Reality' as a Participant organized by University of Karachi in March, 2014
- Attended 2nd Conference on 'Building Leadership Capabilities' as a Participant organized by University of Karachi in September, 2013

Extra-Curricular Activities

- Arranged Guest Speaker Session of Founder of 'Hammad Foundation'
- Participated in one day Educational tour of historical sites of Bhambore, Makli and Thatta arranged by Sindh Abhyas Academy of SZABIST University in December, 2025
- Visited Cowasjee Institute of Psychiatry, Giddu Bandar Mental Hospital, Hyderabad arranged by SZABIST University in November, 2024
- Participated in one day Educational tour of historical sites of Moen-jodaro, Khairpur and Sukkur arranged by IBA Sukkur in October, 2022
- Participated in One-day EcoTour of Kirthar National Park arranged by Sindh Wildlife Department in January, 2021
- Visited Terminals of Pakistan State Oil Co. Ltd. in 2014
- Participated in International Essay Contest for Young People 2004 organized by The Goi Peace Foundation and The Japanese Prayer Society, Tokyo, Japan

References

Will be furnished upon request

