

Saba Farooq

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CNIC# 42201-7943846-2

Professional Summary:

An experienced professional having more than 05 years well diversified experience with a strong background in Coordination and Administration. Well versed with Office operations.

Education:

- Masters in Economics from University of Karachi (UoK), Pakistan 2017
- Bachelor of Education from Allama Iqbal University, Pakistan 2013
- Bachelor of Commerce from University of Karachi (UoK), Pakistan. 2011

Professional Experience:

Ziauddin Medical University

Feb 2017 to till date

Administrative Assistant, ORIC

- Managing projects, opening and distributing mail, organizing files and conducting general research
- Maintaining individual & departmental calendars & scheduling appointments
- Organize workshops, symposium & International Conferences
- Maintain database for MPhil and PhD Research
- Coordinates and administers research study associated activities.
- Schedule in-house events Research training events
- Updating office policies & communication them to the other staff
- Drafting documents & correspondence
- Deal grant cases of PG students
- Preparing and formatting documents and presentations

Examination Officer

- Maintain database for the tracking of student progress through their program
- Plan & coordinate with program faculty, review process.
- Scanning of response sheets and other relevant material
- Follow up of the examination schedule as per respective action in the database
- Tabulation/Feeding of results
- Cross checking of results

Teacher*Major Responsibilities:*

- Instruct through lectures, discussions, and demonstrations in one or more subjects such as English, mathematics, or social sciences.
- Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
- Prepare, administer, and grade tests and assignments to evaluate students' progress.
- Prepare materials and classrooms for class activities.
- Guide and counsel students with adjustment and/or academic problems, or special academic interests.

Teacher*Major Responsibilities:*

- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
- Assign and grade class work and homework.
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.

Extra-Curricular activities/ Trainings/ Workshops/ Achievements:

- Awarded EoM (employee of the month) in March, 2019 From Ziauddin University
- Appreciation Letter for arranging (Conference 2018) from Ziauddin University

Computer Skills:

- Proficient in using Microsoft Word, Excel, PowerPoint, Internet, Email handling, Outlook and ORACLE

Language skills

- Fluent in written and spoken English, Urdu, (Punjabi understandable)