

CURRICULUM VITAE

Nida Javed

Okara, Gulberg okara
Nearby- Akbar Road,Okara

Objective:

To achieve an excellence in my career and provide services with utmost commitment and dedication in a professional organization, which will offer me a challenging and motivated environment.

Specialties:

Communicative, Initiative, Hardworking, Determined & Excellence Presentations.

Areas of Interest:

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- Lectureship - Employee Training – Leadership- Employee Performance Appraisal

Academic Projects:

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- Produced **Research paper** on " Allyship at workplace and Employee Engagement"
 - Produced **Research paper** on " Impact of Product Price and Quality including After Sale Service"
 - Produced **Research paper** "Impact of HR Practices on Organization Commitment on Banks".
 - Produced **new business idea** "SnS Collection (Scarfs & Shoe Collection)" with uniqueness & innovation.
 - Produced **new business plan** "MCC Bags (Multi Changeable Covers Bag).
 - Produced **internship report** at "ASKARI BANK OKARA" after working of 6 months.

I have completed 6 projects and got good remarks from my department.

Skills:

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- Strong Interpersonal, Excellence communication and negotiation skills
 - Self-motivated, disciplined and proactive individual
 - Flexible to adjust in challenging environment

- Dedicated and committed to the task given

Academic Qualification:

Year	Degree
2018 to 2021	Master's of Philosophy, M.Phil. in (Management Sciences) <u>Specialization:</u> Management Sciences (Stood 1st in my session) Medal Holder Lahore Business School (LBS) Scored: 3.78/4 University of Lahore, New campus (UOL)
2014 to 2018	Master's in Business Administration, MBA (Hons) (Equivalent to MPhil) <u>Specialization:</u> Human Resource Management. (HRM) Department of Management Sciences (DoMS) Scored: 3.70/4 University of Education Lahore, Okara Campus.

Computer Proficiency:

- Full command on business application tools of Microsoft Word, excel and power point - Internet

Professional Trainings, Experience & Achievements:

- Currently working as a Manager Administration & Senior Lecturer at **Afro-Asian Institute, Lahore.**
- Received Appreciation certificate for making event successful (Workshop Basic Life Support) at Afro-Asian Institute Lahore. **(2023)**
- Received Appreciation Souvenir for making event successful (Drug Prevention Awareness) at Afro-Asian Institute Lahore. **(2023)**
- Received Appreciation Shield & Certificate on Annual Gala 2022 at Afro-Asian Institute Lahore. **(2023)**
- Received Appreciation certificate for making event successful (World Diabetes Day) at Afro-Asian Institute Lahore. **(2022)**

- Received Appreciation certificate for making event successful (Free Medical Camp) at Afro-Asian Institute Lahore. (2022)
- **2 year** working experience as Administration, Incharge of all Receptions and All Medical record, Student Health Screening plus Patient Relation Officer and Inspection and approval of all items, **University of Lahore Teaching Hospital. (12 April,2019 to 15 April,2021).**
- **Recently** got award **PROUD WOMEN (2022)**
- **Certificate of Appreciation** for Contribution in **achieving A+** for UCMD by PMDC "**Pakistan Medical and Dental Council**".2019.
- Attended certify conference "**12th Lahore Cancer Education Week**" February 1-7,2020 Including the "**12th International Cancer Surgery Conference**", Held on February 4 5,2020.
- Received Overseas Scholarship on M.Phil. basis. (2020)
- Received **3 Awards** and **certificates** on the basis of MBA and M.Phil. CGPA, Competition held by SEE Lahore (Student Educational Expo, **12 November,2019.**
- Attended 3 days of **3rd International Conference** LBS in perspective of Management sciences.
- Received Medal, got **First Position** in Quaid's Portrait competition. (2017)
- Received Merit & membership certificate, got **First Position "Environmental Watch Society"** which was held in our University of Education (2017)
- Attended certify seminar as on "**Industrial, Health, Safety & Security**" by Department of Management Sciences. (Feb 2018)
- Received Certificate of Appreciation on "**Penal Discussion**" by Department of Management Sciences, University of Education Lahore, Okara Campus. (2017)
- **SPSS:** For completion of research paper three days Interactive Training Workshop at University of Education Lahore, Okara Campus, in April (2017).
SPSS & different Statistical analysis
- **Monetary Scholarship:** Got Monterey scholarship every year from University of Education Lahore, Okara Campus, **for standing in Top Ten Students** of class in Grades for constant three years
- **Best Female Presenter/Reporter:** Always complimented by various faculty teachers; as best female presenter in class presentation and reporting at University of Education Lahore, Okara Campus
- Received Certificate participated in "**Essay Writing Competition TumBhiLikho**" by FACE (Foundation for Awareness & Civic Engagement) (2017)

- Received Certificate of Appreciation **“Best Teacher Award for Outstanding Performance”** by ZIKRIA College Okara (2017)
- Attended Certify training on **KERO AITEMAAD “Women Empowerment Seminar”** by Nestle Pakistan in Sahiwal (2016)
- Attended Certify training on **“Right to Information & Consumer's Rights”** by UNDEF (2016)
- Attended Certify training on **“Governance Structure & Political System in Pakistan”** by UNDEF (2016)
- Received certificate of honor **“Election Observer”** by FAFEN (2013 & 2015)
- Received training on **“Personality Development”** by Youth Career Management (2012)
- Win **“Chief Proctor Election”** with lead & got **960 votes** out of **1120** at **PGC, Okara** in (2013)
- Received Certificate of honor & Trophy for **“Best Proctor”** at **PGC, Okara** in (2014)
- Received Certificate of honor & Trophy for **“Best Portrait & Winner”** on **IQBAL DAY** at **PGC, Okara** in (2014)
- Received Certificate of honor for Summer Course at **AL-HUDA International Welfare Foundation** in (2012) **Industrial visits:**
- In **January 2017**, I join a day trip with HR specialization student team to visit few super stores of Lahore where we check labor law compliance and interviews employees of those stores regarding different aspects of their selection training and career.
- Part of observatory Tour of Labor Law compliance in **Metro CC and Emporium Mall Lahore (January 2017)**
- Attended a Labor Day seminar on **2nd May 2017** and have a discussion over labor law compliance and collective bargain issues with **union leaders** of **WAPDA** (Hydro Electric Union)
- On **16th May, 2016**, University organized an industrial tour to **Mitchell’s Fruits and Farms Private Limited** for Human Resource Management Specialization Class where we visit their HR department and learn about their HR policies and information about training of employees.

- On **28th November, 2016**, University organized an industrial tour to **Century Board and Paper Mills**.
- Certify internship from **4th September,2017 to 16th October,2017** at **Askari Bank Okara**.

Language Skills:

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| • English (Fluent) | Punjabi (Fluent) | Misri (Fluent) |
| • Arabic (Fluent) | Urdu (Fluent) | |

Personal Details:

Father's Name:	Javed Iqbal
Place of Birth:	Misurata, Libya
Domicile:	Okara, Punjab
Marital Status:	Single
Gender:	Female
Health Status:	Enjoys good health
Religion/Nationality:	Islam/Pakistani