

MSc. Organizational Psychology and Human Resource Management from Institute of Business Management (IoBM). Aims to utilize psychological principles and research to improve employee productivity and help overcome challenges faced in the work environment. In order to improve behavior patterns, performance and productivity remain updated with the current best practices and research.

EDUCATION

MSc. Organizational Psychology and Human Resource Management

Institute of Business Management (IoBM)

01/2020 - 01/2022

CGPA: 3.55

Bs. Social Sciences Major in Psychology

SZABIST

08/2015 - 06/2019

CGPA: 3.25

A-Levels

Bay View College

09/2013 - 06/2015

O- Levels

Haque Academy

08/2011 - 06/2013

WORK EXPERIENCE

Academic Programme Officer

IVS (Indus Valley School of Art and Architecture)

12/2021 - Present

Karachi

Achievements/Tasks

- Act as the main liaison amongst the administration and department, and department and students. Organize student field trips, site visits and internships.
- Assist the Head of Department with day to day departmental coordination and operations; documentation and record keeping; scheduling and planning of departmental events and juries; managing and monitoring the program credentials and evaluation bodies.
- Act as the point person for student queries and logistics. Assist with space allocation, classroom set ups, and scheduling.
- Coordinate with HR on hiring of faculty, contracts, etc.
- Provide support in the undergraduate admission process in activities such as student interviews, open days, departmental visits, etc.
- Liaise with the Accounts Department for requisition and purchase of materials and equipment as per the approved budget.
- Work for student mental health/ well being.

Intern

NeuroLeadership Institute

09/2021 - 10/2021

Achievements/Tasks

- Send out emails and follow-up with potential clients.
- Align all clients and maintain records.
- Research and write content for website.
- Prepare documents required.
- Conversation initiation on LinkedIn with existing and new contacts.

KEY SKILLS

Planning and Problem Solving

Strong Communication

Patience

Flexible

Strong Interpersonal skills

Effective Team Player

Research Skills

Effective Time Management

MS Word

MS Power Point

MS Excel

ACCOMPLISHMENTS

Completed project with Hilal Group PVT Limited, based on Job Satisfaction for a research practicum course at IoBM.

Completed Job analysis project at IoBM

Completed a leadership during COVID-19 project with Pakistan Cables C.E.O.

Completed thesis on- Influence of Social Pressures on Career Choices and its Impact on Wellbeing

Organizing committee for Seminar- Evidence based practices in the diagnosis and treatment of autism spectrum disorder.

Student Council member for senior year in College.

Environment and Science society head in college.

Student Council member grade 9-11 in school.

2nd position for Shot-put (All Pakistan School Sports Olympic)

LANGUAGES

English

Native or Bilingual Proficiency

Urdu

Native or Bilingual Proficiency

INTERESTS

Traveling

Baking

Painting

Watching Movies/ Series

WORK EXPERIENCE

Administrative Coordinator

CHiiLD (Children's Institute for Inclusion and Learning Differences)

07/2019 - Present

Therapy Center for children and adults with learning differences and autism.

Tasks

- Create material required for therapy sessions.
- Create client diagnosis reports.
- Receive and forward communications to different staff and clients.
- Organize meetings and meeting schedules for all therapies and counseling sessions.
- Assist ABA therapy sessions.
- Work with children with Autism and ADHD.
- Managing employee records and documentation.
- Train and teach interns.

Intern

Pakistan Center for Autism

09/2016 - 09/2016

Tasks

- Assist in therapy sessions.
- Learn therapeutic techniques.
- Material building.
- Green initiative- recycling