

SHAZIA PERVEEN

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Employment Objective

A position in employment service where my management, administrator, research, quality Assurance, program development, and training experience can be effectively utilized to improve operations and contribute to company profits.

Summary of Skills

- 21 years working Experience with National and International Organizations, Like National University of Modern Languages, Quaid-I-Azam University Islamabad, Islamic International University, Islamabad, HOPE super jobs UK, World Bank, Asian Development Bank, Population Council, CCHD (Citizen's Commission for Human Development), Aurat Foundation and Friends Foundation in Pakistan.
- Managed Staff data base, selection and recruitment of staff, training and development etc
- Need Assessment, Concept Note, Proposal writing, LFA, Project implementation
- Experience in writing research reports, literature review, handling and collection of primary and secondary data, quantitative and qualitative data analysis, designing of survey questionnaires, Training of trainers on different projects
- Worked on Water, Sanitation, Health, violence against women, elections project, disaster, gender mainstreaming and other women empowerment projects.
- Prepare agenda, supporting papers and minutes for different meetings e.g. regular office meetings, different project meetings and meetings with different stakeholders etc.
- Give power point presentations of different projects in seminars and in workshops
- Networking with different organizations e.g. public and private sectors
- Write, design and edit quarterly newsletters and magazines
- Making of work plans, financial plans and budgets for different projects
- Report writing of different projects e.g. quarterly, half yearly and annual project reports
- Organized events: Seminars, Workshops, Press Conferences, Focus Group Discussions (FGDs) ,Demonstrations and Training of Trainers (TOTs)
- Survey of different projects, like poverty, women councilors data base, local Government election 2005 in Pakistan
- Worked as team member to design a questionnaire and training manuals

Work Experience

Lecturer Contract (February 2022 to date)

Subjects Teaching: Human Resource Management, Human Resource Information System, Project Appraisal Management and Introduction to Social Science
(NUML University Islamabad, Pakistan)

Visiting Lecturer (September 2017 to January 2022)

Subjects taught: Microeconomics, Macroeconomics, Career Management and Planning, Job Analysis and Performance Evaluation and Human Resource Management to BBA and MBA Students
(NUML University Islamabad, Pakistan)

Visiting Lecturer (September 2019 to January 2021)

Subjects taught: IT in Project Management, Project Management and Financial Decision Making
(International Islamic University Islamabad, Pakistan)

HR Manager (January 2015 to December 2017)

Friends Foundation Islamabad, 64-S, Service Road East, I.10/4 Islamabad. Pakistan
Ph No. 051-4444394

Visiting Lecturer (September 2012 to 2014)

Subjects taught: Business Research Methods, Business Communication, Current Business and Society, HRM, Leadership Styles, Human Resource Planning and Development, Monitoring and Evaluation to MBA and MPA students
(Quaid-i-Azam University Islamabad, Pakistan)

Admin Officer (August 2010 to August 2012)

Hope Super Jobs Ltd, London.
1B Balfour Road, Ilford Essex London, United Kingdom.

Consultant/Research Subject Specialist, “Gender Mainstreaming through Media”.

(June 2009 to May 2010)
Citizen's Commission for Human Development (Asian Development Bank Islamabad project), Pakistan.

Consultant/Editor, School Council Project (October 2009 to November 2009)

Consumer Rights Commission of Pakistan, Islamabad.

Program Coordinator PDM-VAW: (January 2008 to August 2009)

(Policy and Data Monitor on Violence against Women Project (PDM-VAW).
Aurat (Woman) Foundation Islamabad, Pakistan

Program Coordinator EWEPPPI : (January 2005 to December 2007)

‘Enabling Women’s Effective Participation in Political Institutions (EWEPPPI)’

Aurat (Women) Foundation, Islamabad. Pakistan.

Program Officer, Advocacy and Action Program,

(January 2004 to December 2004), Aurat (Women) Foundation Islamabad. Pakistan

Research Associate: (January 2002 to December 2003)

Research Associate in MSU World Bank ,Islamabad.Pakistan

Research Assistant/Senior Supervisor:

(April 2001 to December 2001) MSU World Bank Islamabad Pakistan

Lecturer: (September 2000 to March 2001)

Lecturer Economics, F.G. Margalla College for Women, Islamabad, Pakistan

Education

- MS in Project Management
SZABIST –Islamabad (Jan 2017-June2020)
- MBA -Management Studies (specialization in Human Resource Management)
Cardiff Metropolitan University, Cardiff, Wales. United Kingdom
(January 2011 to December 2011)
- PGDMS (Post Graduate Diploma in Management Studies).
(April 2010 to February 2011).
London College of Advance Studies, London, United Kingdom
- M. Sc Economics, June 1999
Quaid-i-Azam University Islamabad, Pakistan
- B.Ed (Bachelor in Education) 2005
Allama Iqbal Open University Islamabad, Pakistan

Publication/Reports

- Impact of Project Management Leadership and Knowledge Management on Job Engagement; with Mediating Role of Self Efficacy
Khurram Yazdani Qureshi, Fuwad Bashir Awan, and Shazia Perveen
- “Impact of Project Complexity on Project Performance with mediating role of Absorptive Capacity and moderating role of Project Governance” Thesis topic of MSPM from SZABIST university Islamabad.
- “How Work-Family conflict affects Job performance and Project Commitment, Moderating role of Psychological Capital: A study of Development sector projects”.
Independent Research study submitted to SZABIST as degree requirement.
- “Impact of Work-Family conflict on Job performance, Moderating role of project Leadership Behavior and Spousal Support: A Study of Development Sector Projects”
(Independent Research Study- SZABIST University Islamabad)

- “Factors Affecting Fertility Transition at the District Level in Pakistan”
(Shazia Perveen with Dr.Tauseef Ahmed, this paper was presented in the conference on “Pakistan’s Population Stabilization Prospects” held on 31st October 2001 to 2nd November 2001 in Pakistan Institute of Medical Sciences Islamabad and has been Published in 2nd annual journal of Population Council (INGO) 2001 edition).
- Violence Against Women in Pakistan, Annual Report 2008 & 2009
Published by, Aurat (Women) Foundation, Islamabad, Pakistan.
Compiled, edit data and wrote annual report as Coordinator of that project
- Home to Constitution (Success stories of Women Councilors) 2007
Published by, Aurat (Women) Foundation Islamabad, Pakistan.
- Dissertation on "Why Training and Development is necessary for working with organizations that deal with Learning Disability and Vulnerable Adults: with focus on HOPE Super Jobs Ltd". Submitted to Cardiff Metropolitan University-UK as part of MBA studies. (2011)
- Survey Report on Water, Sanitation and Hygiene (WASH) District Rawalpindi. Submitted to World Vision Pakistan (2012)
- Advocacy and action Program Annual Report 2006, Aurat Foundation Islamabad

Software Used/Computer Skills

- SMART PLS 3
- SPSS
- STATA beginners level user
- MS Office

Trainings Attended

- "Foundation Course in Health and social care"
UK Star Care Training Programme, UK
- “Project Proposal writing” 20-25 February, 2006. AkhtarHameed Khan National Centre For Rural Development & Municipal Administration (AHK NCRD & MA) Ministry of Local Govt& Rural Development Govt of Pakistan Park Road, ChakShahzadIslamabad.Pakistan
- “Women Empowerment” 24-29 April, 2006. Akhtar Hameed Khan National Centre For Rural Development & Municipal Administration (AHK NCRD & MA) Ministry of Local Govt& Rural Development Govt. of Pakistan Park Road, Chak Shahzad Islamabad. Pakistan
- Survey training in Poverty Alleviation Project from Pakistan Institute of Development Economics, Quaid-I-Azam University Campus Islamabad August 1999-September 1999

Trainings Conducted

- Trainings Of Trainer’s to Citizen Action Committee’s and local communities

- Trainings gave to women councilors in local Government Election 2005

Languages: English, Urdu, Punjabi,

Countries Visited: USA, UK

Reference: References will be provided on request