



SHAZIA PERVEEN

Lecturer-Contract | Jan 2022 –Present

National University of Modern Languages, Islamabad, Pakistan

Additional Role(Societies):

- In-Charge CSR Society (February 2026 to date)
- Member DMS Student Disciplinary Committee
- Member Undergraduate Academic Conduct Committee
- NBEAC Performa 9 –(2023)
- MSPM Program courses design

Responsibilities:

Teaching Product Operations Management, HR Management, Human Resource Information System, International Business Management, Entrepreneurship, Business Economics, and Social Sciences to BBA, BSAF, and MBA students. Responsibilities include course design, exam preparation, student assessment, project supervision, and career guidance.

Lecturer- Visiting | Sep 2017-Jan 2022

National University of Modern Languages, Islamabad, Pakistan

Responsibilities:

I taught project appraisal Management, Business Management Microeconomics, Macroeconomics, Money and Banking, Career Management, Business Management, Job Analysis, and HR Management to BBA, BSAF, and MBA students, overseeing assessments and course design, and facilitating online learning during COVID-19.

Lecturer-Visiting | Sep 2019 –Jan 2021

International Islamic University, Islamabad,

Pakistan Responsibilities:

I taught IT in Project Management and Financial Decision Making to MBA/BBA/BBAIT students, managed assessments, and revised course outlines, including engaging students in online studies during Covid-19.

Project Manager | Jan 2015-Dec 2017

Friends Foundation, Islamabad, Pakistan

Responsibilities:

Plan and allocate resources, manage timelines, and ensure project goals are met. Facilitate communication and collaboration among stakeholders. Identify and mitigate risks to ensure successful project delivery.

Lecturer-Visiting | Sep 2012–July 2015

Quaid-I-Azam University, Islamabad,

Pakistan Responsibilities:

I taught MBA courses, including Research Methods, Business Affairs, Organizational Communication, and Leadership. Responsibilities included assessment preparation, grading assignments, and course outline design.

Admin Officer | Aug 2010 –Dec 2012 & Aug 2013-Dec 2014

Hope Super Jobs, London, United Kingdom

Responsibilities:

I maintain support workers' data and provide personalized care for individuals with diverse needs, including physical disabilities and mental health issues. Responsibilities include client liaison, health monitoring, personal care assistance, and promoting emotional support and personal development.

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House No. 26, Chohan House,
Iftikhar Avenue East, Shahpur
Town Bhara Kahu, Islamabad,
Pakistan.

PROFILE

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

LANGAUGES

- English
- Urdu
- Punjabi

COMPUTER SKILLS

- Microsoft Office (Word, Excell, Powerpoint, Inpage)
- MS Access, MS Project, PRIMAVERA, Project Simulation
- Proficient with operating statistical software i.e. SPSS, SMART PLS-4

TRAVEL HISTORY

- USA
- UK
- KSA
- UAE

Consultant/Research Subject Specialist | June 2009 –May 2010

“Gender Mainstreaming through Media”

Citizen's Commission for Human Development (Asian Development Bank Islamabad project), Pakistan

Responsibilities:

I compile data on women's political participation, support gender mainstreaming through media, assist in policy reports and focus group discussions, and liaise with the Ministry of Women's Development.

Program Coordinator PDM-VAW | Jan 2008 to Aug 2009

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

Responsibilities:

I assist in planning and coordinating program activities, manage violence data sharing and helpline operations, and oversee program implementation and budgeting. Responsibilities also include coordinating communications, managing staff assignments, and facilitating stakeholder relations and media interactions.

Program Coordinator EWEPPPI | Jan 2005 to Dec 2007

Enabling Women's Effective Participation in Political Institutions (EWEPPPI) Aurat (Women) Foundation, Islamabad, Pakistan

Responsibilities:

I plan projects, arrange meetings with women politicians, document success stories for publication, and provide training on local government elections and budget acquisition. I also conduct field visits to promote and advocate for women's political participation.

Program Officer, Advocacy and Action Program | Jan 2004 to Dec 2004

Aurat Foundation Islamabad, Pakistan

Responsibilities:

I plan finances, arrange workshops, train trainers, support the Program Coordinator, monitor projects, conduct field visits, advocate political participation, and guide women in home-based work.

Research Associate | Jan 2002 to Dec 2003

Research Associate in MSU World Bank, Islamabad, Pakistan

Responsibilities:

I collected and analyzed Census data using secondary research methods, assisted a technical advisor in daily tasks, compiled data in SPSS and Excel, and identified misreported research data.

Research Assistant/Senior Supervisor | April 2001 to Dec 2001

MSU World Bank Islamabad Pakistan

Responsibilities:

I supervised interns, compiled Census data, assisted in compiling district-wise data for Population Adviser, and authored district-wise reports on population and health.

Lecturer-Contract | September 2000 to March 2001

Lecturer Economics, F.G. Margalla College for Women, F-7/4 Islamabad, Pakistan

Responsibilities:

I taught Economics, prepared study materials, designed course outlines, guided exam preparation, and encouraged student participation in extracurricular activities.

EDUCATION

Master of Science (MS) in Project Management | Jan 2017-June 2020

Shaheed Zulfikar Ali Bhutto Institute of Science and Technology –Islamabad

MBA -Management Studies (specialization in Human Resource Management) | Jan 2011 to Feb 2012 Cardiff Metropolitan University, Cardiff, Wales. United Kingdom

Post Graduate Diploma in Management Studies | April 2010 to Feb 2011

London College of Advance Studies, London, United Kingdom February

M. Sc Economics | Sep 1997-June 1999

Quaid-I-Azam University Islamabad, Pakistan

B.Ed. (Bachelor in Education) | 2005

Allama Iqbal Open University Islamabad, Pakistan

Bachelor of Education (BA) | 1995-1997

University of Punjab, Lahore Pakistan

Organizational Annual Reports

- Annual Report Department of Management Sciences NUML Islamabad (2022-2023)
- Survey Report on Water, Sanitation, and Hygiene (WASH) District Rawalpindi. Friends Foundation Islamabad, Submitted to World Vision Pakistan (2016)
- Violence Against Women in Pakistan, 1st Annual Report 2008 Published by, Aurat Foundation, Islamabad, Pakistan.
- Home to Constitution (Success stories of Women Councilors (2007) Published by, Aurat Foundation Islamabad, Pakistan.

Press Conference

- Press Conference on Violence Against Women Cases Reported in Pakistan. Held in February 2008 and 2009. Published in Business Recorder, the top News Paper in Pakistan.

Web Link: <https://www.brecorder.com/news/3605590/7733-cases-of-violence-against-women-reported-in-2008-20090218891704>

Training Certificate

- Agile Project Management-Coursera (2025)
- Project Management Professional –Coursera (2025)
- Primavera P6, Pakistan Planning and Management Institute (PPMI), Ministry of Planning Government of Pakistan. October 23-25, 2024.
- Project Management Professional (PMP) training from Blue Peaks Consulting Pakistan. Attended from 7th Jan to 26th Jan 23.
- Certificate in a Practical Approach to Project Management, Skill Development Council Canada, Awarded on 8th Feb 23.
- Higher Education Teaching Certificate Level-1 (Academic Planning, Academic Execution, Academic Management, Research and Projects, University Ethics and Policies). Organized by the Executive Development Centre of the office of R & SI –NUML Islamabad from 07-02-22 to 11-02-22.

PUBLISHED RESEARCH

- Perveen, S., Bashir, F., & Ijaz, S. (2025). Work-family conflict and its dual impact: Exploring job performance and project commitment through the lens of psychological capital. *Center for Management Science Research*, 3(5), 274-289. <https://doi.org/10.5281/zenodo.17159211>
- Perveen, S., Bashir, F., & Ijaz, S. (2025). Work-family conflict and job performance: The role of project leadership behaviour and spousal support in NGOs in Pakistan. *Journal of Academic Research for Humanities*, 5(3), 32-45. <https://doi.org/10.5281/zenodo.15420758>
- Khan, Z., Perveen, S., & Ali, M. (2023). Impact of leadership and uniqueness on knowledge management: A case of software organizations in Peshawar. *Journal of Policy Research*, 9(2), 243–256.
- Khan, Z., Bashir, F., & Perveen, S. (2022). Bridging the conceptual linkage with perceived organizational support and work engagement: Procedural justice to spur on job performance. *International Review of Basic and Applied Sciences*, 10(4), October. <https://doi.org/ISSN2308-7056>
- Qureshi, K. Y., Awan, F. B., & Perveen, S. (2020). The Impact of Project Management Leadership and Knowledge Management on Job Engagement, with a Mediating Role of Self-Efficacy. *Journal of Business and Economics*, 12(2), July–December. <https://doi.org/ISSN2708-1923>

Conference Paper

- Perveen, S., & Ahmed, T. (2001, October 31–November 2). Factors affecting fertility transition at the district level in Pakistan. In *Pakistan's population stabilization prospects* (Conference proceedings). Pakistan Institute of Medical Sciences, Islamabad. Published in *2nd Annual Journal of Population Council (INGO)*, 2001 edition.

- SPSS and SMART PLS Software training on 19 June, 2022, Riphah International University, Islamabad
- Literature Review with Digital XPlore Library, 6 April 2022, IEEE
- MS Access Data Base, Workshop conducted in Department of Management Sciences National University of Modern Languages, Islamabad, Pakistan. Held on 26 Oct,2022.
- Project Proposal Development and Implementation Phases, Workshop conducted in Department of Management Sciences , held on 20 Dec 2022. National University of Modern Languages, Islamabad, Pakistan.
- Labor Market Trends at Provincial level and Post Covid Situation, Organized on 3 June 2021.
- Promoting the Research Attitude in Pakistan held in PMAS-Arid Agriculture University on Aug 27, 2016.
- Training Seminar on “Watch your Language” to raise awareness and understanding of the needs of young people with speech, language and communication impairments”. 18 Jan 2011, Afasic Jack Centre Pavilion, Redbridge UK.
- "Foundation Course in Health and Social Care- Understanding the principles of Care, The Values, Work Relationship, Communication, Confidentiality, Maintain Health and Safety at Work” UK Star Care Training Program, UK, 27 April 2010.
- Maintain Health and Safety at Work, 27 Aug, 2010, UK Star Training , United Kingdom
- Dementia Awareness, 3 Sept 2013, Dementia Trainers UK
- Understanding Play types 27 August, 2010, UK Star Training , United Kingdom
- UK Service Setting Provision 27 Aug, 2010, UK Star Training , United Kingdom
- Understanding Role of Worker, 27 Aug, 2010, UK Star Training , United Kingdom
- “Project Proposal writing” 20-25 Feb, 2006. AkhtarHameed Khan National Centre For Rural Development & Municipal Administration (AHK NCRD & MA) Ministry of Local Govt& Rural Development Govt of Pakistan Park Road, ChakShahzad Islamabad, 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 to Sep 1999
- Training of Trainers to Citizen Action Committee and local communities in selected Districts of Province Punjab and Khyber Pakhtun Khawa
- How to participate in in local Government Election 2005. Training given to women councilors in selected districts of Province Punjab and Khyber Pakhtun Khawa