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|--------------|--------------|----------------|-----------------------------|
| Husband Name | : Arshad Ali | Date of Birth | : 4 th Jun, 1976 |
| Nationality | : Pakistani | Marital Status | : Married |

PERSONAL STATEMENT

To apply my analytical skills in coherence with my diverse academic & professional knowledge to make valuable contributions in the development sector and academics.

ACADEMIC QUALIFICATION

1. M.phil Leading to Ph.D - Management Sciences (2005-2016) from National University of Modern languages, Islamabad, Pakistan

- Course work for M. Phil leading to Ph.D programme of 48-credit hours were taken during 2005-2006
- Conducted 36 months research work in the areas of personality traits, organizational psychology and job performance.
- Courses taken during course work: Decision making & Problem solving, Research Methodologies, Strategic HRD, Organizational learning, Total Quality Management, Business Process Reengineering, and International Finance etc.
- Passed Ph.D Comprehensive Examination with 78 percent marks.
- Defended PhD Dissertation successfully on 9th May 2014.

2. Fellow of Social Enterprise Development Programme (SEMP) session 2007-2008 from Lahore University of Management Sciences, Lahore, Pakistan

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| Module 1: | Leadership, Teambuilding and Human Resource Management | (Sep17 – 28, 2007) |
| Module 3: | Operations Management and Programme Planning | (Jan 21 – Feb 2, 2008) |
| Module 4: | Financial Management and Budgets | (Mar 10 – 20, 2008) |

3. Master in Business Administration Fatima Jinnah Women University (1998-2001) CGPA: 3.5

- Courses taken were Quantitative Analysis, Business Communication, HRM, OB, Corporate Finance, and Introduction to financial Management.

Professional Experience (Academic & Industry) 17 years of experience

1. Assistant Professor (23rd Jan 17 – till date) National Defence University, Islamabad

Department of Leadership and Management Sciences, Course taught at University:

Advance Methods for Business Research, Operation Management, Statistics II, Introduction to Inferential Statistics, Quantitative Techniques, Organizational Behavior, Business Mathematics & Statistics

2. Assistant Professor (Sep-16 to Jan-17) National University of Modern Languages

Department of Management Sciences, Course taught at University:
Career Management, Business Ethics, Knowledge Management

3. Assistant Professor (VF)(Feb 2015 to July 2016) National Defence University, Islamabad

Department of Leadership and Management Sciences, Course taught at University:
Leadership theory and practices, Business Research Methods, Principles of Management,
Business Mathematics & Statistics

4. Consultant and Core Team Member, Momentum Ptv (Ltd), May 14 – Dec 15

As a part of core member team completed following assignments:

I. Country Strategy Programme III (2010-2015) Review for Plan International Pakistan

All the programme areas including Education, Health, Disaster Risk Reduction, Livelihood and Governance, were evaluated during the exercise. Prepared a Country Strategy Plan III, evaluation framework & executed the same, for ensuring a CSP III. Evaluation in line with Programme Accountability & Learning System (PALS) guidelines of Plan

International. Plan's entire organizational functions were scanned to determine the fit between the programming priorities and organizational functions.

II. Development of a Micro Finance Product for Youth for National Rural Support Programme (NRSP)

Research study carried out for "Youth Economic Empowerment Project (YEEP)" in Muzaffargarh, Layyah & Rajanpur, to collect information from unemployed youth, their teachers & parents, for developing a viable micro finance product to support micro entrepreneurship activity in these districts of Southern Punjab.

5. Freelance Consultant May 2011 to present

I. Stocktaking Research: "Capacity Building Programs for Entrepreneurs in Pakistan" Feb-Mar, 2015, for UN-APCICT/ESCAP.

II. Development of Policy and Operational Manual for micro-finance program of Helping Hand for Relief and Development, Pakistan

III. Developed web contents and case studies of beneficiaries of micro-finance program of Helping Hand for Relief and Development (HHRD)

IV. In the capacity of Master Trainer with "Exuberant Group" successfully conducted three days training on "Islamic mode of financing and its application to micro-finance"

V. Conducted training on "credit appraisal techniques" for microfinance programme staff of Helping Hand for Relief and Development (HHRD).

6. Director Administration/Vice Principal May 2013 to Aug 2014

Kauthar College for Women, Islamabad

Successfully completed college session with meeting admission targets, built culture of teamwork and developed SOPs and other policy and procedural requirements for effective and smooth functioning.

7. Programme Coordinator – Social Enterprise May 2012 to Dec 2012

Basic Human Rights (bhr)

- Developed various concept notes and proposals for USAID, GERMAN AID, AUSAID, etc
- Developed HR manual with formats

- Conducted an event to celebrate International Volunteer Day with VSO and community volunteer at slum school at Noorpur shahan (Bari Imam), Islamabad
- Attended and represented BHR in various UN cluster meetings.

8. Senior Programme Officer **May 2006 to May 2011**

9. Project Officer **July 2001 to May 2006**

Islamic Relief Pakistan

Islamic Relief (IR) is a UK based international relief and development organization providing humanitarian aid during emergencies and working for the long-term development of world's poorest nations. IR has a special focus on Emergency and Relief activities with a vision of rehabilitation and long term development of vulnerable communities in Pakistan and Azad Jammu & Kashmir (AJK).

Responsible for overall strategic programming of microfinance programme of Islamic Relief with prime focus on deliverables, concept note and proposal development, Human resources management, developing guidelines and technical notes for proper implementation, business planning and budgeting and training & development teams in one of the pioneer Islamic Microfinance programme and specialized in individual microenterprise lending techniques. Managed more 1000 individual loan portfolio and team of more than 14 staff.

BOOKS AND ARTICLES PUBLICATION

- **Personality Traits and Job Performance: Corporate Strategy and Management,** **ISBN-10: 3639863771**
 Author: [Shazia Hassan](#), [Ayse Kucuk Yilmaz](#), [Naveed Akhtar Akhtar](#), [Scholars' Press](#), Publishing house: <http://www.scholars-press.com>
- *Hassan, S., Akhtar, N., Yilmaz, A., K. (2016). Impact of the Conscientious as Personality Trait on both Job and Organizational Performance.* Journal of Managerial Sciences, 10(1). <http://www.qurtuba.edu.pk/jms/default.html>.
- *Climate Change Risk Perception and Youth Mainstreaming: Challenges and Policy Recommendations,* (The Paper is submitted for publication in Springer's Journal of Earth Systems and Environment by Dr. Shazia Hassan, Ms. Wajeaha Ghias, Ms. Tatheer Fatima
- *Level of Stress and Its Association with Socio-Demographic Factors among Medical Students of Rawalpindi Medical College,* The International Journal of Indian Psychology, 2016 by Dr. M. Kashif, Madia Fatima, Badur-ub-Nisa, Dr. Shazia Hassan, Irsa Ghazal, Dr. Faiza Aslam, ISSN 2348-5396 (e) | ISSN: 2349-3429 (p) Volume 4, Issue 1, No. 82, DIP: 18.01.150/20160401 ISBN: 978-1-365-59365-9 <http://www.ijip.in> | October-December, 2016

RESEARCH WORK

- Has written a thesis on "An economic and social impact of NRSP micro credit programme at Fatehjang Field Unit" as a part of partial fulfillment of MBA Programme at Fatima Jinnah Women University.

- As a part of INGO team conducted a post distribution survey of Northern Area Earthquake representing Islamic Relief Pakistan

RESEARCH SUPERVISION

PHD (CO-SUPERVISION)

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| Abida Razzaq | Impact of corporate Governance of Financial Performance and Idiosyncratic Risk: A services sector study. |
| Saman Abbasi | Impact of Emotional Labour on Employee Work Outcomes: Moderation by Emotional Intelligence in Service Sector of Pakistan |

MS Project Management (3 Completed)

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| Irfan Naseem Khattak | “The Impact of Risk Management on NGO Project Success” |
| Muhammad Sajjad Akbar | “Alternate Dispute Resolution; Analyzing the Effects of Litigation on Time and Cost of Projects” |
| Muhammad Ejaz Khan | “Human side of project success: examining the work life conflict in project teams in Pakistan” |

MS Project Management (In process)

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| Sarah Khan | Enhancing Productivity Through Emotional Intelligence Skills in Project Managers of Public Sector Organizations, Islamabad |
| Shahzada Najam ul Hassan | Sustainability and Project Management: A study of Projects under CPEC Policy Review and Practical Observation. |
| Anwar Ahmed | The Effect of Psychological Contract Breach and Work Engagement on Decision Making: Does it Lead to Risk Propensity in a Projectized Organization? |
| Rafey Ali Chughtai | How Project Decision Making is Influenced by Behavioral Measures of Risk? Analyzing the Authenticity of Project Managers as Leaders |
| Khanzada Shahroze M Khan | Efficacy of Training and Development on Pakistan Telecommunication Sector Competitiveness |

Muhammad Sulman Critical Success Factors for Infrastructure Projects in Pakistan : A Stakeholders Perspective
Shah

Muhammad Umair Analysis of Critical Success Factors and their Impact and
Hussain Khan Performance of Construction Project in Pakistan

MS Management Science (In process)

Nasir Aman Role of Knowledge Based HRM Practices on Firm Innovative
Performance Under the Mediating Role of Human Capital

Marva Binte Abid Consumer Purchase Intentions : Impact of Consumer Perceived Fit
and Self Brand Connection in Mobile Phone Market

Ruqaiya Qaiser Impact of Self Leadership on Employee Innovative Work Behaviour
with Moderating Effect of Organization Culture.

TRAININGS, CONFERENCES & SEMINARS:

PROJECT MANAGEMENT

- Five days training workshop on “**Monitoring and Evaluation**” organized by Islamic Relief Worldwide, Birmingham, UK at Bangladesh.
- Four days training workshop on” **Participatory Project Management Training workshop**” organized by CASE at Islamabad.
- Six days training on “**Project Management**” at O’Spring Estate Murree organized by Church World Service –P/A
- Four days training on “**Project Proposal Development**” at SDPI Islamabad.

MICROFINANCE AND OTHERS

Attended various trainings in below areas

- Volunteer Management Training conducted by VSO Pakistan
- Attended and participated as model presenter in international conference on Islamic Microfinance
- Islamic financing tools
- Managing Growth of MFIs
- Small and Micro Financing in Pakistan - Issues, Policies and Future Directions”
- Arts of borrowers Appraisals
- Child Protection
- Training of Trainers
- Children with Physical Disabilities

Computer Skills

Windows, MS Office, SPSS (Statistical software), In-page (Urdu Software) Fully able to handle Internet and outlook,

Languages

English, Urdu, Punjabi, Balti

International Exposure:

Visited United State, India, Sri Lanka and Bangladesh, Saudi Arabia

Extracurricular Activities

- Ex – member of Pakistan Women Cricket team played the Women World Cup in India and toured to Srilanka.
- Act as Facilitator of group discussion in Humanitarian Forum, held on December 6, 2005 at Jinnah Convention Center Islamabad.
- As part of Sponsorship team organized musical fund raiser concert (Hadiqa Kiyani, Sajjad Ali) for over 2000 audience- (2000)
- Organized a visit to SOS children village of Ms Pamela Lee from Sroptomist - (2000)

References:

Furnish upon request