SADIA SAEED



OBJECTIVE

An intricate and creative position requiring an innovative approach in the field of Social Sciences and Research.

HIGHLIGHTS

- Top notch, result driven professional with years of experience managing human relations and customized projects at every educational and management level.
- Exceptional communicator with strong negotiation, problem resolution and students needs assessment attitude.
- Engineered new ideas, upgraded, restructured and maintained existing human management systems through implementation of technology and creativity.
- Honest, sharp and energetic with lots of social ease, a solid commitment to work and a great sense of humor.

EDUCATION

2007- 2012 University Of Texas At Arlington, School of Social Work

PhD Social Work .

Ph, D Research Modeling Son Preference in Pakistan

2004–6months Aptech Arena, Lahore, Pakistan.

Certification, Multimedia and Website Development.

2000–2002 University of Punjab, Lahore, Pakistan.

M.B.E., Masters in Business Education. (Gold medalist)

1995–1997 University of Punjab, Lahore, Pakistan.

M.S., Masters of Social Work.

Research work Democratic attitude at domestic level

1992–1994 Lahore College for Women, Lahore, Pakistan.

B.A., Bachelors of Arts.

EXPERIENCE

10/09/2012 till Date Assistant Professor

Quaid -E Azam University

- Held regular meetings for handling student disciplinary problems, academic issues and consistently maintained excellent relations with students, parents, faculty, and administrators.
- Conducted lectures and workshops in the area of social Statistics and education and facilitated student learning by coordinating presentations and demonstrations as part of the teaching curriculum
- · Supervise research students

01/09/10 -12/12/10

School of Social Work, University of Texas at Arlington

Teacher's Assistant.

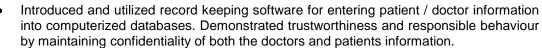
- Meet with each supervising faculty member (course instructor) before classes begin.
- Meet with each supervising faculty member regularly during the quarter, typically once per week.

- Begin each assigned session on time, stay with class, and finish on time.
- Maintain professional demeanor at all times.
- Complete each grading assignment promptly.

01/06/06 - 30/05/2007 EXECTIVE MANAGER

Medicare Maternity Hospital, Lahore.

- Created detailed job descriptions, implemented training manuals, developed entry tests for new employees and also reviewed and evaluated applications.
- Authorized purchase of various hospital materials and occasionally monitored the movement of clinical products entering and exiting the hospital.
- Performed wide range of management duties, researched labour and tax related laws, investigated social facts and prepared critical documents to assist hospital administration.



- Regularly communicated with the members of health care team, patients and visitors using written questionnaires thereby facilitated in developing clear and consistent expectation and rules.
- Resolved numerous concerns of employees and coordinated their daily on-goings so that they could operate and function effectively within the hospital organizational structure.
- Reviewed and evaluated hospital activities in order to ensure conformance with government regulations.

01/09/2005 - 31/05/2006

Apwa College For Women, Lahore.

Visiting Lecturer (Accounting & Economics).

- Conducted lectures and workshops in the area of accounting and economics and facilitated student learning by coordinating presentations and demonstrations as part of the teaching curriculum.
- Developed special programs and projects relevant to the subject of accounting in order to encourage maximum student participation.
- Processed and checked huge pile of test papers under strict time constraints in a fast paced environment. Prepared detailed mark sheets along with student performance analysis reports and submitted them to the university board, college principal and the parents for information.
- Held regular meetings for handling student disciplinary problems, academic issues and consistently maintained excellent relations with students, parents, faculty, and administrators.
- Assisted other lecturers in the completion of course topics and the enforcement of university policies and helped in the implementation of extra curricular activities.

2000 - 2007 High School Administrator.

Momin High School, Lahore.

- Establish and direct sound educational policies, procedures and programs for the school in accordance with the regulations of higher education commission.
- Responsible for the overall administration of the school. Organize and approve recreational field trips for both students and teachers.
- Deal with the parents of all enrolled students, listen and apprehend their concerns and queries by conducting regular parent-teacher meetings.
- Use responsible business practices that are appropriate for a high school to make a good working environment for well-qualified teachers.
- Maintain and update the educational process, recruit all the teachers, supervise all faculty members, and run an extensive half-yearly evaluation program of permanent teachers.

Occasionally assist faculty with diversified support in areas of syllabi proof-reading, classroom management, student monitoring and miscellaneous assignments.

2002 - 3months

Pakistan Television Network Ltd, Lahore.

Internship, (Dept. of Finance).

- Gained extensive knowledge of all back office functions, including generic employee relations, order processing and routine accounting.
- Designed financial research analysis and projects for various PTV clients. Presented market research results to clients with suggestions for implementation of those results.
- Learned the value of customer relations by coordinating efforts between customer needs and group personnel.

1998 - 2004

Human Resource Development Foundation, Faisalabad.

Social Mobilizer.

- Initiated and developed a social process of collective analysis of our community's problems and a collective action leading to solutions of those problems. Also tried with other members to make this process self-sustaining and self-managing.
- Contacted a large number of people in order to identify potential leaders and possible organizers. Motivated and encouraged the people to talk to other fellow community members about unity and self-reliance.
- Instigated various actions aimed at breaking down passivity, apathy and the all-time prevailing attitudes of letting other do things for them. Also tried my level best to develop trust, tolerance and cooperation among community members.
- Regularly assisted the community in obtaining information and knowledge that may be available from government and non-government agencies, through extensive and outreach programs.

1997 - 1998

Fountain House, Lahore.

Social Welfare Officer

- Worked for the social rehabilitation of mentally ill people. Interfaced extensively with severely disturbed patients, staff personnel and the duty doctors.
- Transported patients to and from the hospital for emergency care and scheduled tests, followed up with timely and accurate medical record keeping procedures.
- Assisted patients with personal hygiene, grooming, meals and other needs requiring immediate attention.
- Occasionally worked with nurses to maintain sanitary, neatness and safety conditions of rooms and learned the implementation of mandatory regulations.
- Established rapport with family members of the patients to help them in adjusting and getting acquainted with their new environments.

COURSE TAUGHT

- Introduction to social Work
- Sociology of knowledge and education
- Social statistics
- Rural sociology
- Social Research
- Accounting
- Human Resource management
- Curriculum Development

AWARDS

2002 Punjab University, Lahore, Pakistan. Gold Medal.

• Best academic performer. 2004

Best Administrator Trophy.

• Top administrator of the year award.

Momin High School, Lahore, Pakistan.

MEMBERSHIPS

- Permanent executive member of Human Resource Development Foundation, Faisalabad, Pakistan.
- Life time member of Medicare Trust Hospital Lahore.
- Online memberships of small societies and newsgroups.

Research Interests

- Reproductive rights
- Son preference
- Gender discrimination
- Violence against women
- Domestic violance
- Education
- Women empowerment
- Child labor

INTERESTS

- Reading research journals and books related to Gender preference
- Attend social gatherings, cooking, and swimming.
- Always on a lookout to enhance social and management skills outside of work environment.

CONTACT DETAILS

Full Name : **Sadia Saeed.**Date of Birth : 18th October, 1975.

Husband's Name : Muhammad Qazafi Malik

Marital Status : Married.

Mobile : 0-366-111-255

VIP Apartments, Belgium Town, Apt# 108, Main murree road Barakaho sadia60@hotmail.com

ssaeed@gau.edu.pk

