

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

Medicare Maternity Hospital, Lahore.

EXECUTIVE MANAGER

- 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.
- Introduced and utilized record keeping software for entering patient / doctor information into computerized databases. Demonstrated trustworthiness and responsible behaviour by maintaining confidentiality of both the doctors and patients information.
- 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

Momin High School, Lahore.

High School Administrator.

- 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 violence
- 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.
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