

MEHWISH ADEEB

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SUMMARY OF QUALIFICATIONS/ SKILLS

- Strong communication and interpersonal skills gained through regular interaction with staff members and students at regular school job and corporate job
- Multitask oriented proven through balancing a full course load at school and university, extracurricular activities, and community involvement
- Organization skills demonstrated through coordinating events at academic institute and at working place
- Ability to resolve parent concerns as a student tutor by making appropriate decisions

ACADEMIC BACKGROUND

MS, University of Engineering and Technology, LHR
Major Program in Management
CGPA 3.325

February 2012 – February 2017

MBA, University of Punjab, GRW Campus
Major Program in Human Resources
CGPA 3.51

September 2009 - September 2011

B.Sc., Govt. Post Graduate College for Girls, S/T town GRW
Major program in Chemistry, Physics and Math
Mark 456

September 2007 - September 2009

Teaching & Corporate related Seminars and Certificates

- Certificate Of Participation For Attending The Elearnit Virtual Conference “**Navigating Through COVID-19 To Ensure Quality Learning**”
- Certificate Of Participation In “**Digital Transformation In Higher Education**” By Mc Graw Hill
- **Training Certificate** Related To “Teaching Methodology, Categories Of Students And Lesson Planning” From **Quality Assurance, Bahrain**
- Certificate Of Attending A Training Session On The Topic Of “**Emotional Intelligence**” Of The Students Done In Al-Wisam School, Bahrain
- Certificate In **IT Literacy** From Punjab IT Board Lahore.
- Certificate Of **Training On Legal Requirements For Starting A New Business** By SMEDA.
- Certificate For Having Workshop On **Role Of Intellectual Property For Establishing New Business Ventures** By IPO
-]Certificate Of Attending Seminar On “**How To Write A Research Paper**”

Publications

- **Impact Of Employee Empowerment On Their Level Of Organizational Commitment In Banking Sector Of Pakistan** By Mehwish Adeeb & Uzma Fayaz Published In Sci. Int. (Lahore), 32(1), 99-103, 2020: Issn 1013-5316; Sinte 8 with a serial number 4764.

<http://www.sci-int.com/Search?catid=124>

- **Difference Between GHRM & HRM Performance Matrices** Is Under Review Process.

WORK EXPERIENCE

VISITING FACULTY

UNIVERSITY OF BAHRAIN

FEBRUARY 2020 – PRESENT

- To Teach Contemporary Management And Organizational Behavior
- To Assess The Students Through Class Participation, Quizzes And Assignments
- To Maintain The Records Of The Students
- To Coordinate And Collaborate With The Coworkers
- To Follow The Rules And The Instructions Given By The Course Coordinators And Head Of Department.

HR & ADMINISTRATIVE SECRETARY

BUSAITEEN FITNESS CENTRE (BUSAITEEN CLUB)

AUGUST 2016 – JULY 2019

- To Process Visa Application, Lmra Fee, Insurance And Health , Checking Online Visa Status
- To Work For Esio
- To Make The Payroll Manually
- To Organize And Keep Record Of All The Customers
- To Maintain The Gym Activities And Machines In Order
- To Maintain Discipline And Cleanliness On The Work Place
- To Maintain The Accounts
- To Manage The Sales Of The Goods And Services
- To Facilitate The Customers
- Answering The Phone Calls
- To Prepare The Balance Sheet For A Month And Income Statement
- To Prepare The Expense Sheet
- To Record The Absentee Of The Employees And Customers

SCIENCE TEACHER

CITY INTERNATIONAL SCHOOL, HIDD, BAHRAIN

AUGUST 2015 - JUNE 2016

- To teach “Science, Physics and Chemistry” to higher grades
- To fulfill the duties assigned by the management
- To organize and maintain discipline in School premises
- To supervise the students regarding their curricular and extra-curricular activities
- To assign assignments, Research work, projects to the students
- To conduct the quizzes and research surveys in the class
- To fulfill the exam duties and bus duties
- To check and recheck the exams papers

Lecturer (HTA)

Govt. Post Graduate College for Women, GRW

January 2013- June 2015

- To teach “human **resource management, mass communication, Human Resource Development, Entrepreneurship, Research Methodology**” to different disciplines of BS 4 years programs
- To teach **major issues of Pakistan economy** to BS 4 years programs
- To fulfill the duties assigned by the management
- To organize and maintain discipline in college premises

- To supervise the BS students of final semester regarding their research work
- To conduct interviews with H.O.D for annual hirings of CTIs
- To assign assignments, Research work, projects to the students
- To conduct the quizzes and research surveys in the class

Senior Science Teacher

April 2012 –January2013

Bloomfield Hall School System, GRW

- Perform all the activities related to my subject and gave best knowledge to the students
- **Gives moral lesson to the students**
- Took part in extra-curricular activities as such, organizing sports academy booths, and helping with the performing arts events
- To prepare dramas, skits and poetic events for the farewell parties, welcome parties, Guyfowk's day and bonfire music night and any national days

Internee

Coca Cola Beverages Pakistan Limited, GRW Plant

July 2011 – August 2011

- Perform documentation in Human Resources department related to requisition for leave and performance appraisal
- Updated data related to the insurance of the employees
- Learned filing procedure of the organization such as how to maintain the files of the employees manually, and the database in electronic systems
- Give recommendations related to advertisement, manual transactions, and Human Resources data processing

Article Writer

FixRix Software House

April 2011 – June 2011

- Composed articles for websites related to hairstyling, www.hairstylesin.com, and mediation
- Knowledge of all policies, procedures, and duties related to articles writing gained through vigorous training

School Teacher

Base Frobel school system, GRW

April 2009 – June 2009

- Used to teach science subjects
- Help the students of reception in solving their work sheets

Projects

- Project of Business research on the impact of imported brand over the purchase of local brand of cosmetics under the subject of business research
- Project on new product development "Filter Jug" under the subject of management
- Project on starting a new venture i.e. "Pak Heaven Park" under the subject of entrepreneurship
- Project on renewal of PTCL for practical implementation of principles of organization development
- Project on inflation, its causes, effects and recommendation for minimizing it under the subject of principles of economics
- Project on ratio analysis of PTCL

VOLUNTEER EXPERIENCE

Student Tutor

September 2009 – Present

At home and through Internet

- Instruct math, science, marketing, management and English concepts to students between ages 12-22 in a clear and concise manner
- Advise solutions to improve logical thinking and implementing different learning strategies
- Design and implemented education reward programs to help motivate challenged and gifted students to increase performance through a point system
- Organized lesson plan before tutor session to administer use of time

Volunteer

June 2005 – Present

Punjab University

- Assist in the initiation and organization of various events held, including fare wells, welcome parties and summer recreational activities
- Communicate with fellow volunteers to coordinate new events
- Clarify with local residents about questions and concerns regarding various activities presented by the business administration department

Stall organizing volunteer

March 2010

University of Punjab Gujranwala Campus

- Organized a stall at PUGC
- Insist all other class fellows and university fellows to organize the stalls at PUGC
- Stood second in stall

REFERENCES AVAILABLE UPON REQUEST