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QUDSIA IFTIKHAR

OBJECTIVE

To seek a research position in a reputed university, where I can use my experience and expertise in the field of Management along with a focus on enhancing my research and teaching skills in the same field.

EDUCATION

MPA/Human Resource Management IAS, Punjab University Lahore, Pakistan
2001– 2003

- CGPA: 3.77 (Scoring second position)
- Thesis on Comparison b/w TNA practices in Public and Private sector

B.A/Economics, Psychology Govt. Gulberg College Lahore, Pakistan
1999– 2001

- 1st division, A grade

WORK EXPERIENCE

Lecturer-Human Resources Management

University Of The Punjab, Lahore

September, 2005-to date

- Working as a Lecturer, my current responsibilities include:
 - developing and implementing new methods of teaching to reflect changes in research;
 - designing, preparing and developing teaching materials;
 - delivering lectures, seminars and tutorials;
 - assessing students' coursework;
 - setting and marking examinations;
 - supporting students through a pastoral/advisory role;
 - supervising students' research activities;
 - undertaking continuous professional development (CPD) and participating in staff training activities;
 - undertaking administrative tasks relating to the department, such as student admissions, induction programmes and involvement in committees and boards;
 - representing the university at professional conferences and seminars;
 - establishing collaborative links outside the university with industrial, commercial and public organizations;

Responsibilities under the functioning of Human Resource Development Center include:

- Designing and developing training and development programmes for varied groups ranging from students, faculty to public sector employees
- Monitoring and evaluating training and development programmes

- Developing close ties with different training firms and free lance trainers to keep a pace with latest trends and techniques in the market
- working closely with client organizations, increasingly in a consultancy role, for finding solutions to problems and to provide guidance in implementing recommendations;

Recruitment and Selection Executive

Shaukat Khanum Memorial Cancer Hospital and Research Centre, Lahore

February, 2005- August, 2005

- Promoted as Recruitment and Selection Executive, my responsibilities at ISO Certified Human Resources Department of SKMCH & RC included:
 - developing organization wide recruitment strategies and incorporating them into selection techniques;
 - devising creative recruitment solutions to attract the appropriate level and quality of staff;
 - revising recruitment and selection policies and procedures;
 - networking with recruitment agencies and consulting organizations to find and select the best candidate for the job;
 - providing professional advice and support to departmental managers on recruitment decisions;
 - preparing job descriptions and person specifications in coordination with departmental heads
 - devising , running and evaluating selection processes including interviews, paper pencil tests/examinations, personality assessment and various group activities
 - advising managers on best practice recruitment and selection
 - designing and revising application forms, including developing online processes
 - composing job advertisements and deciding how and where jobs will be advertised
 - matching the inflow of applicants with the internal organizational demands
 - organizing pre-screening of candidates, pre-employment check-up etc.
 - organizing and participating in the interviews.
 - negotiation with the selected candidate on terms and conditions and preparation of contracts, offer letters and appointment letters accordingly.

HR Officer

Shaukat Khanum Memorial Cancer Hospital and Research Centre, Lahore

February 2004 - January, 2005

- Working as HR officer I gained exposure of all areas of HR, my responsibilities included:
 - working closely with departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures;
 - promoting equality and diversity as part of the culture of the organization;
 - recruiting staff: this includes developing job descriptions, preparing advertisements, checking application forms, short listing, interviewing and selecting candidates;
 - developing policies on issues such as, performance management, equal opportunities, disciplinary procedures and absence management;
 - advising on pay and other remuneration issues, including promotion and benefits;
 - administering payroll and maintaining records relating to staff;
 - planning and delivering training, including orientation and inductions for new staff;
 - analyzing training needs in conjunction with departmental managers.

PROFESSIONAL ACCOMPLISHMENTS

- 1 Delivered a five days training workshop to the Local Government Officials as a result of collaboration between CIDA and HRDC, University of the Punjab

- 2 Designed and monitored two six days workshops on “Real World Management Skills” for the graduating batch of more than 150 students each
- 2 Developed and coordinated a six days workshop on “Orientation and Development of Faculty”
- 3 Devised the exit interview system which included the development of forms, procedures, analysis and report writing.
- 4 Revised the job application form for administrative and medical jobs and developed forms for different diplomas being conducted by SKMCH&RC.
- 5 Developed the orientation programme for the induction of new employees at SKMCH&RC
- 6 Coordinated an overseas sponsorship and recruitment of resident doctor in Radiology department.

SKILLS AND ABILITIES

Proficient in the use of Microsoft Office, Excellent Report Writing, Presentation, Interviewing and Team working skills

ACADEMIC AWARDS & ACHIEVEMENTS

- 1 Second Position in Punjab University in the batch of Master of Public Administration (2001-03)
- 2 Second prize in essay competition at Institute of Administrative Sciences, Punjab University.
- 3 Chosen company commander in National Cadet Corps Training

WORK SHOPS & TRAINING SESSIONS

- 4 Workshop on “**Training of Lead Trainers**” organized by IAS and CIDA
- 5 Workshop on “**Preparation of GRE Exam**” organized by HRDC
- 6 Workshop on “**Orientation and development of faculty**” organized by HRDC
- 7 Work shop on “**Stress Management**” organized by SKMCH&RC in collaboration with MIND.
- 8 Work shop on “**Conflict Resolution**” organized by SKMCH&RC and Change Agency, UK.
- 9 Workshop on “**Procedures in Disciplinary Action/s**” organized by SKMCH&RC.
- 10 Workshop on “**ISO Awareness**” organized by SKMCH&RC.

PROFESSIONAL AFFILIATIONS

Member Lahore HR Forum

Member HRDC-Praxis Network