**Resume**

**Dr NOOR**

PhD (Commerce)

Lecturer and Educational Resource Person

at British Applied College, Umm al quwain. UAE

**Roles and Duties**

Teaching different subjects of Management and Business.

Provides research assistance to faculty and students.

Conducting research related workshops.

Member of Curriculum Development and Academic Committee.

Also appointed as in-charge of Library to maintain and update educational resources.

**SUMMARY OF PRESVIOUS JOB EXPERIENCE**

Previously Designated as: Assistant Professor at Commerce and Management Sciences.

Additional charge: Acting Head of Department and Editor at Alhamd Journal of Management Sciences.

Past Affiliation: Alhamd Islamic University.

Email Address: noor-394904@2freemail.com

* 6 years of experience of Teaching undergraduate and post graduate courses of Management Sciences E.g. Business and Commerce at University level.
* 4 years of Research experiences in government university in Pakistan.
* Experience of conducting online classes (Distance Learning) to national and international students of graduate and post graduate level.
* Also, appointed as editor of Alhamd Journal of Computer, Engineering and Management Sciences.
* Appointed as Head of Incubation Centre established in university.
* Remained Program Coordinator Management Sciences (Acting HOD) (Additional charge) at Alhamd Islamic University from period of 01-03-2018 to 01-03-2019.
* **Assistant Professor 01-04-2019**
* **Lecturer 01-03-2018 to 30-03-2019**
* **Visiting Lecturer 01-01-2013 to 30-12-2017**

**PERSONAL INFORMATION**

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| --- | --- | --- | --- |
|  | Date of Birth | : | 13thSeptember, 1989 |

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| --- | --- | --- | --- |
|  | Marital status | : | Married |
|  | Nationality | : | Pakistani |
|  | Religion | : | Islam |

**ACADEMIC QUALIFICATION**

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| --- | --- | --- | --- |
| YEAR | DEGREE | GRADE/GP | UNIVERSITY/BOARD |
|  |  |  |  |
| 2016- 2019 | PhD (management | 4.00 | University of sindh, |
|  | sciences) HR,OB |  | jamshoro |
|  |  |  |  |
| 2014 | MS (management | 3.15 | University of sindh, |
|  | sciences) HR,OB |  | jamshoro |
|  |  |  |  |
| 2011 | B.com (hons) (Finance) | 3.10 | University of sindh |
|  |  |  | jamshoro |
|  |  |  |  |
| 2007 | Intermediate | “A-1” | Mirpurkhas board |
|  |  |  |  |
| 2005 | Matriculation | “A-1” | Mirpurkhas board |
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**SKILLS:**

* Trainer
* MS-Office, Excel, PowerPoint
* Involvement in Research
* Complete overview of Internet
* Proficiency in computer-aided teaching.
* Good interpersonal and communication skills.
* Basic use of some research-based software like SPSS, Amos, Mendeley, Smart Pls, EndNote.

**TEACHING EXPERIENCE:**

As a Lecturer and a Research Scholar: Responsible for carrying out teaching and research duties. Also Involved in the administration of graduate and postgraduate courses as well as responsible for organizing lectures and supervising Mphil and PhD seminars. Delivering lectures to groups of students and using advanced teaching techniques to inspire and motivate them for higher level qualifications and course material. Also involved in recruiting and interviewing potential new staff and involved taking comprehensive Viva and internship viva of final year and third year students of business and commerce.

Other duties performed:

* Involved in the research and designing of new curriculum and materials.
* Assessing student’s course work and material.
* Involved in the setup of exams and the marking of results.
* Responsible for the departmental administrative tasks.
* Providing mentoring, advice and support to students on a personal level.
* Implementing University research projects and involved in its publication.
* Actively leading class discussions and encouraging debate
* Organized, implemented and monitored programs and assessments.
* Attended numerous M Phil and PhD seminars.
* Attended research quality enhances workshops by Higher Education Commission at university.

**PUBLICATIONS:**

|  |  |  |  |
| --- | --- | --- | --- |
| S.no | TITLE | JOURNAL | YEAR |
|  |  |  |  |
| 1 | Two Facets of Organizational Politics, | Annals of Contemporary | March 2019 |
|  | the Constructive and Destructive Role | Developments in |  |
|  | of Organizational Politics on Employee | Management & HR |  |
|  | Work Related Attitudes: A Theoretical | (ACDMHR) Vol. 1, No. 1 |  |
|  | Study |  |  |
|  |  |  |  |
| 2 | Going the extra mile: student | European Journal of Business | April 2017 |
|  | perspective within Pakistani higher | and Social Sciences, Vol. 6, |  |
|  | educational context | No. 01. |  |
|  |  |  |  |
| 3 | Conflict management: investigating the | The Government journal | Jan 2018 |
|  | causes and consequences of conflicts |  |  |
|  | between administrative and non- |  |  |
|  | administrative staff in universities of |  |  |
|  | sindh |  |  |
| 4 | Phenomenological research, a reflex | International Journal of | May 2017 |
|  | account | Quantitative and Qualitative |  |
|  |  | Research Methods Vol.5, |  |
|  |  | No.2, pp.1-9 |  |
|  |  |  |  |
| 5 | Perception of politics (pop) and | European Journal of Business | May 2017 |
|  | mediating role of justice on job | and Social Sciences, Vol. 6, |  |
|  | satisfaction and work-related burnout | No. 02. |  |
|  | among administrative and academic |  |  |
|  | staff in universities of sindh |  |  |
| 6 | Adopting Conflict Management Styles | International Journal of | Nov 2018 |
|  | (Dominating and Compromising) For | business and Administrative |  |
|  | Academic Administration and Its | studies. Vol 4 issue 5 pp 205- |  |
|  | Impact on Faculty Job Satisfaction and | 214 |  |
|  | Turnover Intention |  |  |
| 7 | Effects of Laissez-Faire Leadership on | St. Theresa Journal of | July- |
|  | Commitment to Service Quality | Humanities and Social | December |
|  |  | Sciences Vol.4No.2 | 2018 |
|  |  |  |  |
| 8 | Antecedents of Students’ Dysfunctional | Journal of Grassroot Vol 52, | Dec 2018 |
|  | Behavior (SDB) within Pakistani | No 2 |  |
|  | Higher Educational Institutions |  |  |
|  |  |  |  |
| 9 | Green Organizational Culture: A | Annals of Contemporary | March 2019 |
|  | Review of Literature and Future | Developments in |  |
|  | Research Agenda | Management & HR |  |
|  |  | (ACDMHR), Vol. 1, No. 1 |  |
|  |  |  |  |

**RESEARCH CERTIFICATIONS:**

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| --- | --- | --- |
| **TITLE** | **ORGANIZERS** | **DATE** |
|  |  |  |
| 01-day training workshop on | Alhamd Islamic University, | 5th September 2018 |
| research tool **“LATEX”** | Islamabad |  |
|  |  |  |
| 02-days “**Structural** | Office of Research | 25th and 26th April, 2018 |
| **Equation Modeling &** | Innovation & |  |
| **AMOS”** Workshop | Commercialization, PIDE |  |
|  |  |  |
| 03-day workshop on | Quality Enhancement Cell | 25th to 27th April, 2017 |
| **“Quality Assurance,** | (QEC), University of Sindh, |  |
| **Plagiarism and Advanced** | Jamshoro |  |
| **ICT Skills for Research** |  |  |
| **Management”** |  |  |
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| --- | --- | --- | --- | --- |
|  | 01-day Seminar on **“Youth** | Institute of Commerce, | 15th April, 2010 |  |
|  | **Entrepreneurship, how to** | University of Sindh |  |  |
|  | **start a small business,** |  |  |  |
|  | **Leadership & Time** |  |  |  |
|  | **Management”** |  |  |  |
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| **PAPER:** |  |  |  |

Presented my research paper titled Adopting Conflict Management Styles (Dominating and Compromising) For Academic Administration and Its Impact on Faculty Job Satisfaction and Turnover Intention at international conference named “4th International Conference on “Multidisciplinary Academic Research & Global Innovation” held at **Beijing, china** date August 24-25, 2018.

**TEACHING TRAINING CERTIFICATE:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **TITLE** | **DATE** |  |
|  |  |  |  |
|  | 07-day training workshop **ON SUBJECT** | 15th August, 2016 |  |
|  | **KNOWLEDGE ENHANCEMENT (SKE)** |  |  |
|  |  |  |  |
|  | 03-days **THE ARTS INTEGRATION** | 4th Feb, 2015 |  |
|  | **CLASSROOM MANAGEMENT** |  |  |
|  |  |  |  |
|  | 06-day workshop on **“INITIAL TEACHER** | 21th April, 2014 |  |
|  | **TRAINING”** |  |  |
|  |  |  |  |
|  | 01-day Seminar on **“ACADEMIC COACHING** | 25th March, 2013 |  |
|  | **AND COUNSELING”** |  |  |
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| **MEMBER OF COMMITTEES:** |  |  |

* Head of Incubation Centre
* Member of Grievances committee
* Head of Discipline Committee
* Member of Environment Committee
* Coordinator at Green Office
* Member of Admission Campaign
* Member Academic Committee
* Member of Curriculum Development Committee

**SPEAKER/ RESOURCE PERSON:**

* Resource person: Conducted workshop on SPSS at Alhamd Islamic University.
* Resource person: Conducted a workshop on Smartpls and Mendeley at Alhamd Islamic University.
* Resource person: Conducted a workshop on Smartpls at Institute of Commerce, University of Sindh.
* Speaker at a Seminar on topic “Students’ Dysfunctional Behavior” at Alhamd Islamic University.
* Speaker at a seminar on Career Counselling organized by Alhamd Islamic University.
* Speaker at a event of Women’s Day at Alhamd Islamic University.

**LANGUAGES:**

* Done English language proficiency certification.
* Teaching experience with English medium of instruction.
* Fluent in three languages i.e. English, Sindhi and Urdu.
* All education, from schooling to higher education were English Medium.

**REFERENCES:**

* Available on request