

# SADIA SOHAIL

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**Nationality:**

Pakistan

**Contact:**

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.com

**OBJECTIVE:**

To be committed in providing vibrant service that brings out my true potential and enables me to benefit respected organization/group through the application of my skills and creativity.

**EDUCATION:****MSC (International Relations)****2011**

National University of Modern Languages, Islamabad.

**▪ Research Work:**

Security Situation in Federal Administered Tribal Areas after the Emergence of Militant Groups

**M.A (Islamic Studies)****2016**

Punjab University, Lahore

**B.A****2008**

Punjab University, Lahore

**PROFESSIONAL EXPERIENCE**

- Worked as “**Project Coordinator**” at ‘**Global Illuminators**, Islamabad. December, 2015 to Continue.
- Works as “**Sales Executive**” at **Click Group of Company**, Islamabad. June 2020 to June 2022. (Part Time)
- Worked as “**Teacher**” at “**International Islamic University Islamabad Schools**” from February, 2013 to December, 2015.
- Worked as a “**Teacher**” at “**Ali Trust School**” Islamabad” from April, 2012 to March, 2013.

**SCOPE OF RESPONSIBILITIES****As Program and Project Coordinator**

- ✓ Prepare the International Conferences Program, Plans and coordinate with International scholars and students regarding research study protocol and the establishment of operating policies and procedures.
- ✓ Communication with Hotel Managements across the world about to book the venue.
- ✓ Digital Marketing of Different Projects.
- ✓ Performing Administrative duties.

- ✓ Promote research capacity building among International Community (Scholars and Students). Plans, Implement and maintains data collection and analysis system in support research protocol and coordinate the collection and analysis of research data.  
Prepare the International Conferences Program, Plans and coordinate with International scholars and students regarding research study protocol and the establishment of operating policies and procedures.

### **As Teacher:**

- ✓ Design educational activities that promote physical, social and intellectual growth of students.
- ✓ Enhance learning abilities and good habits in children.
- ✓ Communicate with parents about students' progress and development.
- ✓ Maintain classroom records, cleanliness and orderliness.
- ✓ Ensure safe learning environment in the classroom.
- ✓ Involve in educational conferences, staff meetings and teacher training workshops.

### **CERTIFICATES / AWARDS:**

- Appreciation Letter for organizing the **“Islamabad Shopping Festival”** December, 2016 (Pak China Friendship Center)
- Appreciation Certificate for Organizing the **“Sports Gala”** March, 2014 at International Islamic University Islamabad Schools, Islamabad.
- Appreciation Certificate for Organizing the **“Sports Gala”** March, 2015 at International Islamic University Islamabad Schools, Islamabad.
- **“Best Teacher”** Certificate June, 2014 at International Islamic University Islamabad Schools, Islamabad.
- **“Best Teacher”** Certificate June, 2015 at International Islamic University Islamabad Schools, Islamabad.

### **TECHNICAL COURSE**

- **Basic Computer Course** ( National Institute of Computer Sciences, R.W.P)
- **English Language Course** ( National University of Modern Languages, Islamabad)

### **TECHNICAL SKILLS**

- MS Office
- MS Project
- Excel
- Power Point
- Internet Surfing

### **PARTICIPATIONS**

Participated as an Organizer at **“Islamabad Shopping Festival”** December, 2016 (Pak China Friendship Center)

### **LANGUAGES**

Fluent in written and spoken **English**.

### **REFERENCES**

To be provided upon request.