

SAMREEN MALIK

D/O Malik Muhammad Ali

Home Address:565/2-J Phase VI DHA, Lahore Cantt

Date of Birth: 17th August, 1986

CNIC#: 35201-6645436-4

Contact:+92-321-8871006

E-mail:samreen_malik786@hotmail.com

EDUCATION

- **2009-2011 Master of Business Administration**
Institute of Business and Management, UET Lahore
Majors: Project Management

- **2004-2008 Bachelor in Civil Engineering**
University of Engineering and Technology, Lahore

WORK EXPERIENCE

- **2012-Present Faculty Member at IB&M, UET Lahore**
 - Teaching Project Management, Production & Operations Management & supervising final year projects
 - Member of Disciplinary Committee at IB&M
 - Member of Scholarship Committee at IB&M
 - Taught the subjects of Engineering Management, Principles of Management, Productivity Management, Sociology, Psychology, Managing change in Organizational Development, Total Quality Management
 - Incharge of Student Section (2013-2019)
 - Member of Alumni Association (2016-2017)
 - Member of Committee for Compilation of Self-Assessment Report at IB&M, UET (2013- 2015)
 - Member Campus Life Committee at IB&M, UET (2012-2013)
 - Member of Scrutiny Committee at IB&M
 - Member of Quality Assurance Cell at IB&M (2014)
 - Member of Admission Committee (2014-2019)
 - Member of disciplinary committee (2016-2018)

2010-2011 Research Assistant at IB&M, UET Lahore

I have performed following duties

- Generation of research output and contribution to the development of independent and original ideas as appropriate
 - Analyzing data using appropriate statistical techniques and packages
 - Preparation of written summaries of the work as required.
 - Participation in the research group and presenting research output
 - Organizing seminars on research related topics
- **2008-2009 Project Coordinator at Tameer Associates**

I have performed following duties

- Assist the Project Manager in the day to day duties of a project's administration.
 - Assist in plan and spec analysis in order to provide clear design for construction.
 - Research and recommend solutions to design document problems.
 - Assist subcontractors in expediting drawings and related information.
 - Understand and perform document control functions in accordance with on-site policy.
 - Attend project coordination meetings as requested or required.
 - Perform additional assignments and responsibilities as assumed or requested by supervisor
- **2007 Internship at Husnain Cotex Limited**
 - Worked with the team working on "Road and Road structures"

Trainings Attended

- Successfully completed Faculty Training organized by UET Lahore
- Successfully completed Faculty Development Program organized by IAS, University of the Punjab, Lahore (2012)

Other Duties Performed

- Have Organized Poster Presentations in International Conference at IB&M, UET Lahore (ICMBT-2016)
- Organized poster presentations and plenary in ICMBT(2017& 2018)
- Member of Admission Committee (2015-2019)
- Have organized Cleanliness Week at IB&M (2015)
- Have organized **Seminar by PMI Chapter Lahore** at IB&M, UET Lahore (2011)
- Have participated in **organizing BBA orientation at IB&M (2010)**
- Have participated in **International Conference on Entrepreneurship Summit 2010**
- Have participated in **Education Expo 2011**
- Have organized many **events and Seminars at University Level**
- Have participated in **Marketing Maestro LGS Lahore**

ACHIEVEMENTS & AWARDS

- Mentor (Winner Team), PAKATHON'2014, Business Plan Competition held at UET, Lahore
- **Best Event Organizer** of the Year 2009-2010.
- **President of** Cultural Society at IB&M-UET Lahore.
- **Head Girl** of IB&M Department (2009-2011)
- Have been **awarded prizes** for my good behavior, excellent performance and **attendance prizes** for being punctual.

SOFTWARE PROFICIENCIES

- Microsoft Office
- SPSS
- Primavera Project Planner
- Math Type Software

INTERESTS

- Travelling
- Organizing Events
- Interior Designing

REFERENCES

- It will be available upon request.