

CURRICULUM VITAE

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ACADEMICS

Masters in Public Policy & Management (MPPM) 2022- 07/2023 School of Public Policy, University of Melbourne

PhD in Political Science Government College University, Lahore 2018 An Evaluation of Land Revenue

Administration: A Case Study of
Faisalabad(2001-2010)

M. Phil	Government College University, Lahore	2001-2003	Political Science (English medium) Thesis Title: <i>Dependencia</i> : A case study of Pakistan (1981-1991)
Master of Arts	Government College University, Lahore	1998-2000	Political Science (English medium) Good Governance, Western Political Thought, Pakistan Movement, Current Affairs, International Relations, Leading Political System
Graduation	Lahore College for Women, Lahore	1996-1998	Pol. Science, Persian, Psychology, English
Faculty of Arts	Lahore College for Women, Lahore	1994-1996	History, Civics, Persian, English
Matriculation	Govt. Victoria Girls Higher Secondary School, Lahore	1994	General Science, Urdu, English, Arabic, Home Economics, Maths

WORK EXPERIENCE

Lecturer, Political Science Department, GCU, Lahore	Oct 2003- Oct 2007	Taught Political thought and systems and Foreign Policy voluntarily and on honoraria to Undergraduate and Post Graduate Classes.
Assistant Accountant General, Punjab, Pakistan	Jan 2005- Oct 2005	Maintenance of General Provident Fund Accounts of Govt. employees
Deputy Accountant General, Punjab, Pakistan	Oct 2005- Aug 2006	Maintenance of Pension Accounts of retired employees in entire Province/ Liaise with the WB team for automation
Deputy District Officer (Revenue), Faisalabad, Pakistan/Assistant Commissioner & Additional charge of Administrator, Tehsil Municipal	Mar 2008- Mar 2010	<ul style="list-style-type: none">Collection of Revenue of various categories from landownersHolding Court to adjudicate the disputes between landownersImplementation of market prices of commoditiesProvision of municipal services (cleanliness, streetlights, drinking water, maintenance of parks, etc.) in the city area

Administration, Lyallpur Town		<ul style="list-style-type: none"> of Sheikhpura. Receiving State dignitaries/Protocol duties in my area
District Officer (Revenue), Faisalabad/District Collector & Additional charge of Administrator, Tehsil Municipal Administration, Madina Town	Apr 2010- Oct 2010	<ul style="list-style-type: none"> Collection of Revenue of various categories from landowners Holding Court to adjudicate the disputes between landowners Maintenance of land record in the district, etc. Provision of municipal services (cleanliness, streetlights, drinking water, maintenance of parks, etc.) in the city area of Sheikhpura. Protocol duties in my jurisdiction to receive state dignitaries, PM, CM, Governor
Deputy Secretary, Higher Education Department, Govt. of Punjab	Nov 2010- Mar 2011	<ul style="list-style-type: none"> Maintenance of budget of all govt. colleges in Punjab Automation of manual record of lecturers / professors
Additional District Collector, Sheikhpura, & Additional charge of Administrator, Tehsil Municipal Administration, Sheikhpura	Apr 2011- Jan 2013	<ul style="list-style-type: none"> Safeguarding the state land in its jurisdictions Exercising the delegated powers of District Collector Maintenance and Correction of Revenue Record Ensuring the municipal services (cleanliness, streetlights, drinking water, maintenance of parks, etc.) in the city area of Sheikhpura. Organize visits of Chief Minister & his team on different occasions in the district
Deputy Secretary (Confidential), S&GAD, Government of Punjab	Feb 2013- May 2015	<ul style="list-style-type: none"> Conducting & preparing the working papers of promotion boards of Grade 17 to 22 officers of 42 departments of Govt. of Punjab Maintaining the record of confidential enquiries as well as personal files of general cadre officers
District Coordination Officer, Sheikhpura	June 2015- Feb-2016	<ul style="list-style-type: none"> Human resource management in the district/city of Sheikhpura, Punjab Holding Court to adjudicate the disputes between private landowners & between state and the private landowners. Carrying out the development schemes, e.g., building of bridges, road network, hospitals, educational institutes, etc, with a budget out lay of Rs.9012 million Maintenance of houses for the protection of shelter less women & children Construction & maintenance of services for the special children Supervising environment protection department and enforcement of environment laws. Organize visits of Chief Minister & his team on different occasions in the district
MCMC	Feb 2016 – May 2016	<ul style="list-style-type: none"> Mandatory training course involving extensive lectures and field visits
Additional Secretary Finance	June 2016 – Sep 2017	<ul style="list-style-type: none"> Responsible for making and release of budget of 19 Departments of Province.
DG Child Protection & Welfare Bureau (CPWB)	Sep 2017- June 2018	<ul style="list-style-type: none"> Framed the draft of first ever Child Protection policy of Punjab. Got the abandoned children adopted by foster parents. Rescue and rehabilitate the victims of child abuse, domestic violence, beggary and homelessness. Arranged many high-level visits on different occasions to the CPWB including UNICEF.
Registrar, Cooperative Societies, Punjab Lahore	June 2018- July 2019	<ul style="list-style-type: none"> To regulate and adjudicate the affairs of around 30000 Cooperative Societies of different categories and worth.
Managing Director (MD), Punjab	July 2019-	<ul style="list-style-type: none"> To extend micro credit interest free loans to the medical

Health Foundation	May,2022	<p>doctors and other health professionals of different categories in private sector.</p> <ul style="list-style-type: none"> • Job creation in private health sector in province by giving them loans to start a health facility. • Promoting quality healthcare services in the province. • Hosted the visits of WB delegates on different occasions.
SMC	Oct 2023-Jan 2024	<ul style="list-style-type: none"> • Mandatory training course involving extensive lectures and field visits

ACHIEVEMENTS& DISTINCTIONS

1992	Topper in all Punjab District Educational Competition for 9 th Class Arts Group
1999	Senior Vice-President of <i>Ravians</i> Quiz Society Government College University
	General Secretary, Political Science Society, Government College, Lahore
2000	1 st ever President, Political Science Society, Government College, Lahore
	Winner Inter Collegiate Quiz Competition, Lahore
2000	Winner in 2 quiz competitions at Pakistan Television
2005-09	Supervision of a couple of M.Phil. Thesis at Political Science Department, GCU, Lahore
2008	Letter of Appreciation from my supervisory officer DCO Faisalabad over <i>Ramazan</i> Arrangements
2009	Letter of Appreciation from my supervisory officer DCO Faisalabad over <i>Moharram</i> Arrangements
2009	Letter of Appreciation from my supervisory officer DCO Faisalabad over duty with a national delegation
2009	Letter of Appreciation from my supervisory officer DCO Faisalabad over implementation of market prices of essential commodities
2009	Letter of Appreciation from my supervisory officer DCO Faisalabad over arrangements on the visit of CEO of Province
2009	Executive Member& later Editor, District Management Group Association, Lahore
2010	Letter of Appreciation received District Collector, Faisalabad in acknowledgement of collection of millions of arrears of government revenue from defaulters
2010	Finance Secretary, District Management Group Association, Lahore
2012	Received outstanding officer certificate & cash prize from Chief Executive Officer of the Province
2012-14	Female Vice President, Old <i>Ravians</i> Union, Government College, Lahore
2015	Letter of appreciation from Chief Operating Officer, Punjab Healthcare Commission in acknowledgement of success in anti-quackery campaign in Punjab as District Team Leader
2016	Mid-Career Management Course (MCMC)
2023	Senior Management Course (SMC)

ARTICLES & PUBLICATIONS

Dec 2004	Multinational Corporations as Corporate Citizens, printed in Foreign Affair Digest, Lahore
Mar 2005	Foreign Aid and Its Implications for Pakistan, printed in Foreign Affair Digest, Lahore
2009	A Gazetteer by the Native
2009	A Compilation of Revenue Estates with Special Focus on Tehsil Sadar, Faisalabad (with site maps)
2011	A Treatise on the Civil Service of Pakistan: A Structural-Functional History (1601-2011)
2012	Annual Report on Performance of Tehsil Municipal Administration, Sheikhpura
2017	An Anthology on the properties of the Cooperatives institutions in Punjab
2018	A Collection of Delegation of Powers Notifications of the Cooperatives Department Punjab
2018	A Compendium of Standing Orders and Directions under sections 44-D of the Cooperative Societies Act, 1925