

AYESHA AZHAR SHEIKH

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EDUCATION

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|--|--|--------|------|-----------|
| MPA-(HRM)/MS | Institute of Administrative Sciences, University of the Punjab | Lahore | 3.41 | 2010-2012 |
| BS(Hons.) Management Specialization(HRM) | Institute of Administrative Sciences, University of the Punjab | Lahore | 3.51 | 2006-2010 |
| FSc. Pre-Medical | Kinnaird College(W) | Lahore | 80 % | 2003-2005 |

PROFESSIONAL EXPERIENCE

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|---------------------|------------------------------|--------|----------------------|
| Lecturer (Visiting) | University of Central Punjab | Lahore | Oct 2014- To date |
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Teaching Responsibilities:

- Teaching Human Resource specialized courses to BBA and MBA students
- Developing course syllabus, lesson plans and lectures preparation
- Designing and implementing new methods of teaching to reflect changes in curriculum

Administrative Responsibilities:

- Participation in the administration of the department's programs of study and other activities as requested
- Engage in examining duties, i.e. the production of exam questions/papers, exam marking and moderation
- Attending staff meetings
- General administration

Courses Taught:

- **Business and Ethics (MBA)**
Responsible for teaching this introductory course to students as an exposure to: Business, management areas, professionalism, personal development skills and career options with different business majors.
- **Performance Management & Motivation (MBA), Performance Management (BBA)**
Responsible for teaching a course introducing students to the diverse management skills, and the demonstration of valuable expertise in the field of performance management. Creating a proper understanding of performance measurement of employees and organization to yield better results.
- **Negotiation & Dispute Resolution (MBA), Conflict Management (BBA)**
Responsible for creating and teaching a course introducing students how to successfully manage and execute different strategies that lead to successful negotiations and conflict resolution.
- **Business Connections (BBA)**
Responsible for teaching this introductory course to students as an exposure to: professionalism, personal development skills and career options with different business majors.
- **Introduction to Management and Organizations (BBA)**
Responsible to teach and demonstrate the role of organizations in the society, with the basic knowledge of management and organization's design and processes.

MAJOR PROJECTS

- Research thesis (MPA-upgraded) on the extent of Human Resource Management practices in public sector universities of Pakistan.
- Research project (BS. Final Project) on major HR practices adopted at Askari Bank Limited
- Analyzed current strategies and made a new TVC and radio advertisement for Tarang liquid tea whitener
- Analysis Report on Performance management System (Askari Bank Limited and Muslim Commercial Bank)

ACHIEVEMENTS

- Exercised leadership as school Head Representative and Class Representative in University.
- Merit scholarship in BS(Hons.) 2006
- Organized events as the head of Event Organizing Committee in school and University respectively.

SKILLS & ATTRIBUTES

- Time management skills.
- Experience in team oriented projects and presentations
- Planning and organizing skills
- Computer knowledge including command over MS Office
- Excellent verbal and written English