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| *Name* | **Ms. ZARA RAFIQUE** | |
| *Personal*  *Information* | Date of Birth      :   20th Feb, 1986  Marital Status      :   Married  Domicile              :   Lahore  N.I.C #                 :  35201-7254370-8  Address :  House# 17, street# 42, Gulzaib Colony, Samanabad, Lahore, Punjab. | |
| *Contact Information* | *0313-4782428, 0301-5722428, 0313-4782429*  *780/B, Link Road No.3, Nishat Colony, Lahore Cantt, Pakistan* | |
| *Working*  *Experience* | **LAHORE GARRISON UNIVERSITY** | |
| **Assistant Professor (Management Sciences)** | **2016-2024** |
| **Key Responsibilities & Authorities**   * Key responsibilities include teaching 9-12 credit hours per week along with BS/MS Level research, Final Year Projects, Internship supervision and other related administration tasks * Built strong rapport with students through class discussions and academic advisement * Worked as NBEAC member (Curriculum) for accreditation process for the department of Management Sciences, LGU * Collaborated with allied departments on different projects i.e. CIMA registration and accreditation process. Coordination with QEC department in making SAR report required by HEC. Defining Exam Policy and relevant SOPs for the department, coordinating Curriculum Review Committee for revamping Curriculum on NBEAC requirements and approval process after having extensive sessions with NBEAC team. * Performed action research to be utilized in academic writing and Incubation Center for Entrepreneurial Business Ideas. * Offered constructive feedback to subordinates under department regarding specific actions, behaviors and words. * Provided academic advisement to students including assistance with thesis, Entrepreneurial Ideas, Internship development, Final Year Projects and as a Batch Advisor. * Worked as Student Counseling Member * Member Departmental Board of Studies * Member Entrepreneurship Society * Program coordinator for BSA&F and BBA * Cluster member General Management & Entrepreneurship | |
| **LAHORE GARRISON UNIVERSITY**  **Chairperson Commerce Department**    **Lecturer in Management Sciences** | **2012-2014**  **2014-2016** |
| **Key Responsibilities & Authorities**   * Managing affairs of department including strategic plan for the portfolio, program design, monitoring and evaluation. * Accreditation and collaboration of the program of M.Com with G.C Faisalabad University and for BS Accounting & Finance with CIMA UK. * Planned, implemented, monitored, and assessed a classroom instructional program which was consistent with LGU regulations and HEC goals. * Aggregated and prepared documentation and reports for office meetings, distribution, and filing. * Monitored and screened visitors to verify accessibility to inter-office personnel. * Fostered meaningful relationships among students through student field-trip retreats and team- work community service projects. i.e arranged visit to Lahore Stock exchange, Lahore Expo Center or any other educational trips. * Introduced special outreach programs as a department chair in effort to increase institution's interest in community service. i.e. Introduced new programs of B.com (Hons.), M.com, BS Accounting & Finance under LGU certified degrees. * Performed managerial tasks i.e. designed NOC form for student Batch for transfer from Govt. college University to LGU, NOC for transfer of degree from B.COM Hons. to BSAF, Teacher Evaluation forms, Job Description forms etc.  |  |  | | --- | --- | | **Garrison Post Graduate College for Women, Lahore**  **Lecturer** | **2008-2012** |   **Key Responsibilities & Authorities**   * Served as one of the pioneers of the Commerce Department. * Successfully improved student participation in the classroom through integration of creative role-playing exercises. * Developed activities and integrated technology to diversify instructions. * Utilized innovative teaching methods to encourage student learning objectives. * Maintained classroom structure and student engagement. * Developed curriculum according to university standards. * Adapted teaching methods and class materials to suit student needs. * **Worked as an Internee in “The Universal Insurance Co. Ltd.” (2007)** * **Worked as an Internee in MCB, Main Boulevard Defence, Lahore, (2005)** | |
| *Qualification* | * PhD Management Sciences *(Scholar) (University of Management & Technology)* * MS Management Sciences *(IBM, University of Engineering & Technology, Lahore)* * M.Com *(Hailey College of Commerce)* * B.Com *(Muhammadan Anglo Oriental College* | |
| *Service Activity* | * Committee member- Business Idea Competition and Hult Prize Competition of Lahore Garrison University * Student research and Internship supervisor * Supervisor Final Year Projects of Undergraduate program * Member Departmental Board of Studies * Member Entrepreneurship Society * Member Time-Table Committee * Member ERP Committee * Moodle Coordinator * Member NBEAC team (holding form of Curriculum) * Team leader Self-Assessment Report (SAR) for BS Accounting & Finance at LGU (till 2018) * Team leader Self-Assessment Report (SAR) for BBA (Hons.) at LGU (2024) * Batch Advisor BBA/ BSAF * Member Conference Committee * Member FYP team BBA | |
| *Distinction & Rewards* | * Merit scholarship in M.Com (2007) * Distinction holder in B.Com (2005) | |
| *Brief Statement of Research Interest* | * Human Resource Management * Islamic Banking & Finance * Organizational Behavior * Entrepreneurship | |
| *Soft Skills* | * MS Office * NVIVO (Moderate) * ERP System (Moderate) * Moodle (Moderate) * Copywritting | |
| *Conferences and workshops* | * Successfully co-supervised, organized and managed the workshop run by LGU students under the Entrepreneurial Business Idea of freelancing platform naming **Sayvy Tech** for Business and Non-Business students on **“Graphic Designing Tools”** held on 28th June 2024. * Successfully Initiated, Organized and Managed the project of 2-day Workshop on “**NetSuite and Oracle”** for the students of BSSE and BBA held on 14th June 2024. * Successfully Initiated, Organized and Managed the project of 1-day Workshop on “**SAP for Business Industries”** for the students of BBA held on 14th June 2024. * Successfully Initiated, Organized and Managed the workshop on **“Oracle Cloud Infrastructure and Implementation project, enhancing participants’ skills in deploying and managing cloud solutions”** for the students of BSSE and BBA held on 15th June 2024. * Successfully Initiated, Organized and Managed the workshop on **“Python”** for Business and Non-Business students via Online Zoom Cloud meeting held on 11th April 2020 under Entrepreneurial Business Idea run by the Entrepreneurship team **“Toddler IT”**. * Hosted the Workshop organized by National Business Education & Accreditation Council (BEAC) at LGU, Training and Development Wing for **“Experiential Learning”** held on May 20-21, 2024. * Organized International Conference as a member Finance Committee for **4th International Conference on Management Sciences 2024 (ICMS 2024), “Cultivating Excellence in Digital Age”,** organized by Department of Management Sciences, 17-18 January 2024. * Attended Multi Module Training Program organized by National Business Education & Accreditation Council (BEAC), Training and Development Wing for **“Revamping the Curriculum to meet Industry Requirements”** held in the month of April and May 2024. * Participated in three-day training organized by Higher Education Commission, Punjab, on **“Qualitative Research and Data Analysis Using NVIVO”** held on January 10-12, 2024**.** * Attended National Faculty Development Workshop on “**Micro Entrepreneurship Exchange & Dialogue”** held at GIFT University, Gujranwala on 18-19 August 2023. * Participated in Faculty Training Workshop (2023-2024) organized by Professional Excellence Center (PEC) , LGU on **Mendeley** held on 7-8-2023**.** * Attended Short Course in Faculty Training Workshop (2023-2024) organized by Professional Excellence Center (PEC) , LGU on **“Translation and the Commentary of the Holy Quran with Grammar”** held on 8-8-2023 to 14-09-2023**.** * Participated in Faculty Training Workshop (2023-2024) organized by Professional Excellence Center (PEC) , LGU on **“Data Analysis through R Interface”** held on 08 August 2023**.** * Organized International Conference as a member Publicity & Marketing Committee for **3rd International Conference on Management Sciences 2023 (ICMS 2023), “Integrating Technology & Business Strategy for Sustainable Business Environment”,** organized by Department of Management Sciences, 16-17 March 2023. * Attended workshop on **“A technical Training: Data Management & Quantitative Analysis Using SPSS”** held on 22February 2023 organized by Department of Economics and Statistics, HSM-UMT, Lahore. * Organized International Conference as a member in Publication Committee Drafting a **“Book of Abstract”** for **2nd International Conference on Management and Social Sciences 2022 (ICMSS 2022), “Sustainable Development & Challenges for Developing Countries”,** organized by Department of Management and Social Sciences, 18-19 May 2022. * Organized International Conference as a member in Publication Committee Drafting a **“Book of Abstract”** for **1st International Conference on Management and Social Sciences 2021 (ICMSS 2021), “COVID 19 Pandemic: Change-Resilience-Strategies”** organized virtually by Department of Management and Social Sciences, 16-17 June 2021. * Participated in 2nd International Conference on Business and Commerce (ICBC-2021) **“Striving for a Better Normal”, Hailey College of Commerce** and participated in a 3-day workshop on **“Qualitative Data Analyss Using NVIVO”, Hailey College of Commerce, PU, November 23-23, 2021.** * Prof. Dr. Rauf.e.Azam, Prof. Dr. Farrah Arif, Mr. Hamid Saeed, Attended Faculty Development Workshop containing topics: On-line practice-based workshop for student-teacher facilitating application software: “**EdTech Worx, Managing Emotional Intelligence and Just-for-you concept in Distance learning, Image consultation”**, December 2, 2018, Hospitality Inn. * Attended 6th Annual Business Research Conference on “**Managing Business in Pakistan, Emphasis on CPEC related opportunities and challenges’**, 20-21 April 2018, Lahore School of Economics. * Attended 5th Annual Business Research Conference on “**Managing Business in Pakistan”**, 21st-22nd April 2017, Lahor School of Economics. * Organized by Mr. Masood Aziz & Ms. Zara Rafique: “**Awareness session on Role of Institute of Bankers of Pakistan in banking industry”**, February 26, 2015, Lahore Garrison University. * Ms. Gitee Bhatti/ Mr. Barkat & Ms Zara Rafique; organized conference on “**Stock Exchange functions and market operations”**, April 2014, Lahore Stock Exchange. * Participated in **“Enhancement of Professional Competency for Teachers Workshop”** organized by LGU from June 17, 2013- July 12, 2013. * Participated in workshop for **“How to write a research paper”** organized by Institute of Business & Management, UET, Lahore, February 03, 2013. * Participated in workshop for **“Methodology for conducting & Interpretations of Advanced Quantitative Research Techniques using SPSS Version 21”** organized by Institute of Business & Management, UET, Lahore, March 03, 2013. | |
| *Other Research or Creative Accomplishments* | * Presented paper in **4th International Conference on Management Sciences 2024 (ICMS 2024), “Cultivating Excellence in Digital Age”,** organized by Department of Management Sciences, 17-18 January 2024. “**The moderated mediating Impact of Religious Commitment and Work-Specific Control Problems on the relationship of Career Commitment and Employee Dishonesty \_ Evidence from Higher Education Institutions of Pakistan”** by Zara Rafique, Dr. Naveed Yazdani and Dr. Umar Ayyub. * Presented paper in **4th International Conference on Management Sciences 2024 (ICMS 2024), “Cultivating Excellence in Digital Age”,** organized by Department of Management Sciences, 17-18 January 2024. “**Dynamic Capabilities to Absorb knowledge in promoting Innovative Performance and Organizational Resilience: The moderating role of Organizational Culture”** by Zara Rafique, Dr. Syed Ahmad Ali and Dr. Umer Ayub. * Moderation role of Religious Beliefs between Product Awareness and Purchase Intentions- A study in Takaful Industry, Pakistan. Journal of Social Sciences (PJSS) 2014 * An overview of factors influencing the customers of cafeteria of Lahore Garrison University, Lahore, Pakistan, JISS.(Not published) * The impact of work value and protestant work ethics on individual beliefs about work ethics, by Sajid Ali, Maryum Khan under supervision of Ms Zara Rafique. (Not published) * Quaid’s vision of empathy in educational Institutions of Pakistan, by Maryam Khan and Sajid Ali under supervision of Ms Zara Rafique. (Not published) * Entrepreneurial business startup by students of BSSE under supervision of Miss Zara Rafique. This entrepreneurial business launched an online IT Consultancy service naming ‘SAVVY TECH’ and won Hult Prize Competition (2024) * FYP made by students of BBA naming **‘Online platform for entrepreneurs’** supervised by Miss Zara Rafique and presented during International Conference and Hult prize competition, won 1st prize (2024) * FYP made by students of BSAF naming **‘Online Craft’** supervised by Miss Zara Rafique and presented during International Conference and Hult prize competition, won 1st prize (2024) * Two new online entrepreneurial businesses were established. These online IT companies were established in COVID-19 conditions under supervision of Miss Zara Rafique naming ‘Toddler-IT’ & ‘Softo Hur’. Working successfully (2020) * Entrepreneurial business startup by students of BS Chemistry under supervision of Miss Zara Rafique during COVID-19 conditions. This entrepreneurial business launched a hand sanitizer naming ‘Germ-X aloevera hand sanitizer’ and running successfully (2020) * Entrepreneurial business startup by students of BS Chemistry under supervision of Miss Zara Rafique during COVID-19. This entrepreneurial business launched a surface cleaner (phenyl) to fight against all CORONA family naming ‘CLEANZO’- and running successfully (2020) * Entrepreneurial business startup by students of BS Chemistry under supervision of Miss Zara Rafique during COVID-19. This entrepreneurial business launched an organic soap naming ‘Bubble-Up Organic Soap’ (2020) * Entrepreneurial business startup by students of BS Chemistry under supervision of Miss Zara Rafique during COVID-19. This entrepreneurial business launched an online and on ground food (lunch box) service naming ‘Trust & Taste’ and running successfully (2020) * Business plan and model representation on Motion sensors for automatic run of electricity items in LGU (proposal for Lahore Garrison University), made by Maria Muneer (Student BSSE) under supervision of Miss Zara Rafique won Hult Prize Competition (2019) * Business plan and model representation on ‘Segregated Bins’ presented in Plan 9 and qualified for seed money by students of BBA under supervision of Miss Zara Rafique won Hult Prize Competition as well (2019) * Business plan Idea Pitch on producing electricity with the help of animal dunk. Made by students of BSIT under supervision of Miss Zara Rafique (2019) * Business plan Idea Pitch for entrepreneurial business, in Entrepreneurship Gala, by Mouresh café on a unique drink and serving table with fix-in tablet with motion sensors for online automatic order placement and maintenance with the help of certain database system. Project was made by under supervision of Miss Zara Rafique (2019) * An entrepreneurial Tourism Company was launched from the campus of LGU naming LGU Horizon Thrill (MBA 3.5) under supervision of Miss Zara Rafique. This company has successfully arranged four tours so far (2019) | |
| *Volunteer Experience* | * Lahore Garrison University witnessed a remarkable event organized by the Department of Management Sciences. A plantation drive aimed at enhancing the greenery within the university premises and its surrounding areas including graveyards. This initiative was an embodiment of our commitment to environmental sustainability and community engagement with awareness of the concept of **La Niña and El Niño**. Initiated by Ms. Zara Rafique in collaboration with Director Student Affairs LGU and HEC (12th June 2024). * Initiated and organized ‘Poster Presentation Project’ in LGU by the grace of Allah, in the light of para a and d of the notification no.149A/24, students of BBA 8 successfully completed their project of displaying **"BUSINESS & SOCIAL ETHICS"** in accordance with Islamic principles, values and ideology of Pakistan. Islamic quotes were carefully selected from the Quran and Hadiths, prepared and displayed to establish a conducive and beneficial organizational environment. In collaboration with DR 1 and registrar branch. (14th June, 2024) * Supervised many projects on **CSR and Social Inclusion under Humanitarian act** including money, food and medicine provision to Old Age House (Bait-ul-zaeef) and Orphanage (2024) * Initiated and supervised the **“Life Saving Project”** in collaboration with the Lahore based NGO and students of final year BBA for saving the life of the mother of one student of LGU in disguise (suffering from Cancer) through financial help and cure (2023) * Co-ordinating the team **TYF LGU** for rashan drives, helping poor, financial help of students, helping the prisoners and academic and non-academic assistance in entrepreneurial ideas.(2020 - 2024) | |