

# Syeda Rabia Bukhari

## Lecturer

A dedicated and highly motivated individual with 4 years of experience in Teaching and Pedagogy. Detail-oriented and result-focused, I aim to make a significant contribution to the continued success of the students by the transference of an adequate skill-set to them in the field of Research, through the utilization of my technical knowledge coupled with exposure and expertise.

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☎ 03436693379

📍 Mansehra, Pakistan

## SKILLS

Microsoft Office   Event MAnagment   Office Management   Management of Information System   Report Writing  
Qualitative Research   Field Work   Column Writing   Press Archive Management   Critical Thinking   Creativity  
Exceptional Communication Skills   Problem Solving Approach   Ability to Thrive under Pressure   Strategic Thinking  
Leadership and Teamwork   Leadership and Teamwork   Collaboration and Coordination   Time Management

## WORK EXPERIENCE

### Lecturer

Hazara University Mansehra

11/2020 - Present

#### Achievements/Tasks

- ◇ Delivering lectures, seminars and tutorials.
- ◇ Designing, preparing and developing courses, modules and teaching materials.
- ◇ Developing and implementing new methods of teaching to reflect changes in research.
- ◇ Assessing students' course workset.
- ◇ Marking and moderating examinations and assessments.
- ◇ Carrying out administrative tasks related to the department, such as student admissions, induction programs, and involvement in committees and boards.
- ◇ Contributing to professional conferences and seminars.

### Lecturer

FAST National University of Computer and Emerging Sciences

08/2018 - 11/2020

#### Achievements/Tasks

- ◇ Responsible to prepare lesson plans, lecture materials and actively involve in developing the course of Pakistan Studies.
- ◇ Responsible for developing the course outline of Pakistan Studies for under-grad studies.
- ◇ Ensured students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.

### Research Intern

Quaid-i-Azam University attached with PD Dr. Andrea Fleschenberg dos Ramos Pinéu ( DAAD long term guest professor)

06/2016 - 05/2017

#### Achievements/Tasks

- ◇ Responsible for transcription and copy-editing of interviews with women's activists from Pakistan (from Urdu to English as well as from English to English).
- ◇ Managed organizational and logistical support for the international workshops.
- ◇ Done background desktop and press research.
- ◇ Provided support for the QAU-HSS lecture series on "Ideas, Issues, and Questions of Nation-Building in Pakistan" as well as for the research method workshops.
- ◇ Organized the press clipping archive, including the selection of articles, topic-related storage, research upon request, etc. on a variety of topics and political science.

## EDUCATION

### **M.Phil.**

Quaid-i-Azam University Islamabad

2018

Islamabad

### **M.Sc.**

Quaid-i-Azam University Islamabad

2015

Islamabad

### **B.A.**

The University of Azad Jammu and Kashmir

2012

Muzafferabad

## LANGUAGES

### English

*Native or Bilingual Proficiency*

### Urdu

*Native or Bilingual Proficiency*

### Punjabi

*Native or Bilingual Proficiency*

### Hindko

*Native or Bilingual Proficiency*

### Sindhi

*Professional Working Proficiency*

### Persian

*Limited Working Proficiency*

### Arabic

*Elementary Proficiency*

### Pushto

*Elementary Proficiency*

## REFERENCES

Shall be furnished upon request.