

# Curriculum Vitae



## Personal Information

Nafeesa Shahid

Department of Biotechnology, Mirpur University of Science and Technology (MUST), Mirpur Azad Kashmir (Pakistan)

[nafeesa.biotech@must.edu.pk](mailto:nafeesa.biotech@must.edu.pk) [nafeesashahid18@yahoo.com](mailto:nafeesashahid18@yahoo.com)

## Education and Training

- |                  |  |
|------------------|--|
| <b>2014-2016</b> | <b>Master of Science in Management Sciences</b> (1 <sup>st</sup> Division)<br>Mirpur University of Science and Technology<br>(MUST), Mirpur Azad Kashmir, 10250 Mirpur (Pakistan)<br><a href="http://www.must.edu.pk">www.must.edu.pk</a><br>Career Management & Planning<br>Human Resource Development<br>Human Resource Information System<br>Organizational Development |
| <b>2006-2008</b> | <b>Master of Business Administration (MBA)</b> (1 <sup>st</sup> Division)<br>University College of Administrative Sciences<br>Kotli Azad Kashmir, (Pakistan)<br>Behavioral Science for Management<br>Marketing Management<br>Principles of Management<br>Research Methods and Techniques<br>Human Resources Management<br>Business Policy                                  |
| <b>2003-2005</b> | <b>Bachelor of Arts</b> (1 <sup>st</sup> Division)<br>The University of Azad Jammu & Kashmir<br>Mirpur Azad Kashmir, 10250 Mirpur (Pakistan)<br><a href="http://www.ajku.edu.pk">www.ajku.edu.pk</a><br>Economics I  |

2001-2003	Economics II	(2 <sup>nd</sup> Division)
	Islamic Studies	
2001-2003	<b>Higher School Secondary Certificate</b>	(2 <sup>nd</sup> Division)
	BISE Mirpur	
	Mirpur Azad Kashmir, 10250 Mirpur (Pakistan)	
	<a href="http://www.ajkbise.edu.pk">www.ajkbise.edu.pk</a>	
	Economics	
	Political Science	
	Islamic Studies	
1999-2001	English	
	<b>Secondary School Certificate</b>	(2 <sup>nd</sup> Division)
	BISE Mirpur	
	Mirpur Azad Kashmir, 10250 Mirpur (Pakistan)	
	<a href="http://www.ajkbise.edu.pk">www.ajkbise.edu.pk</a>	
	Chemistry	
	Biology	
	Physics	
	English	
	Mathematics	

#### Research Work

2017

#### **Impact of Technological Competency on Job Performance with Moderating Role of Job Environment**

Project includes the study of technological competency effect on job Performance

Study also include that the impact of job environment on job performance

I have experienced that the technological competency can enhance job Performance

I have experience that the job environment has great effect on job Performance

Research showed the job environment moderate the relationship of job Performance and technological competency

#### Personal Skills

Mother language Urdu

Other Language(s)

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	

English

C1

C2

C1

C1

C1

Levels: A1 and A2: Basic user-B1 and B2: independent user-C1 and C2: proficient user  
Common European Framework of Reference for Languages

**Organizational/ managerial Skills**  
educational

Good organizational skills gained as an administration staff member of an

Institute

---

**Professional Experience**

2010-Present                      Data Entry Operator in Department of Biotechnology  
Mirpur University of Science and Technology  
Mirpur Azad Kashmir, 10250 Mirpur (Pakistan)  
[www.must.edu.pk](http://www.must.edu.pk)

Job Description                      Management of Office  
Dealing with annual Departmental Budget  
Income and expenditure record  
Student dealing  
Daily correspondence  
Management of office record

---

**Digital Competence**

Self-Assessment				
Information processing	Communication	Content Creation	Safety	Problem Solving
Proficient User	Basic user	Independent user	Independent user	Independent user

Digital competences-Self assessment grid

Microsoft Word  
Micro Excel  
Microsoft power Point  
SPSS

---

**Training and Courses**

Indigenous on-Campus Training (IOT) program under Modern University Governance by HEC in Mirpur University of Science And Technology (MUST), Mirpur Azad Jammu and Kashmir  
Language Certificate from Kashmir language Institute  
Certificate of Completion of Computer course from Macro Systems  
Jatlan Azad Kashmir

---

**References**

**Prof. Dr. Rehana Asghar, TI**  
Professor, Emeritus  
Mirpur University of Science and Technology (MUST),  
Mirpur Azad Kashmir, Pakistan  
Email: rehanauaar@yahoo.com

**Dr. Imran Ali**

Associate Professor  
Department of Biotechnology  
Mirpur University of Science and Technology (MUST),  
Mirpur Azad Kashmir, Pakistan  
Email: aliimran@must.edu.pk

**Dr. M. Tariq Awan**

Assistant Professor  
Department of Biotechnology  
Mirpur University of Science and Technology (MUST),  
Mirpur Azad Kashmir, Pakistan  
Email: tariq.awan@must.edu.pk