

Sidra Razzaq

Contact Information

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Career Objectives

I want to work in an organization where I can enhance my skills and expertise to contribute to the success of Organization and achieving my own goals. I look forward to an experience that is both intellectually and professionally valuable. I hope to see myself grow as a professional and as an individual working in an innovative and competitive world.

Work History

2022 (January) – Till Date: Paper Reviewer & Home Tuition

Position: Paper Reviewer

Duties & Responsibilities:

- Provide feedback on the paper and suggest improvements
- Make a recommendation to the editor about whether to accept, reject or request changes to the article
- Uphold the integrity of the journal by identifying invalid research, and help to maintain the quality of the journal
- Help prevent the journal from ethical breaches by identifying plagiarism, research fraud and scientific misconduct

2021 (February) – 2021(October): Home & Online Tuition, Muscat, Oman

Position: Lecturer/ Teacher

Duties & Responsibilities:

- Meet with parents to discuss students' grades, and update them with their child's performance
- Prepare or obtain materials needed for the classes.
- Schedule and maintain regular Tuition hours to meet with students
- Make them do their homework & revise what's done in the class
- Prepare them for the tests, assignments & papers

2018(September)– 2020(October): University of Wah, Wah Cantt, Pakistan

Position: Lecturer

Duties & Responsibilities:

- Delivering lectures, workshops, tutorials, and seminars
- Developing, preparing, and analyzing curriculum and course materials

- Setting and grading assignments, quizzes, and examinations
- Undertaking personal research projects and actively contributing to the institution's research profile
- Representing the institution at professional conferences, workshops, and seminars in and outside of the institution and across the country
- Writing up research work and preparing it for publication
- Encourage a research base environment with other colleagues
- Staying up to date by reading widely and producing published work in the field
- Supervising students research activities
- Providing support to students with their curricular & extra-curricular activities
- Encourage students to participate in extra-curricular activities
- Organize and participate in training opportunities at the institution
- Establishing collaborative links outside the university with industrial, commercial, and public organizations.
- Undertaking continuous professional development (CPD) and participating in staff training activities
- Undertaking administrative tasks related to the department, such as student admissions and involvement in committees and boards
- Managing and supervising staff which includes the role of acting head of department
- Managing & updating department ISO files
- Keeping up to date the university LMS
- Organize different extracurricular activities in the department & university
- Maintain discipline within the department & in the university
- Give online lectures, take assignments & quizzes, and Final Examination
- Carry out any other duties commensurate with the grade and purpose of the post.

2014 (August) – 2018(August): Army Burn Hall College for Girls, Abbottbad

Position: Teacher

Duties & Responsibilities:

- Delivering lectures using expert knowledge of the subject area
- Plan, organize, and implement educational activities and events
- Complete required grade-related paperwork
- Papers & notebook checking in accordance with the established deadlines
- Provide opportunities for students to apply and practice what is learned
- Engage students in creative thinking and build students ability to work collaboratively with others
- Develop confidence in the students with the help of co-curricular and extra-curricular activities
- Organize different events and help national & international organizations to conduct different events in the institute.
- Ensure the classroom is safe, clean, and in order
- Pursued relevant opportunities to grow professionally and keep up to date
- Assign reasonable homework to students
- Attend parent-teacher meetings
- Prepare students for the morning assembly program

- Prepare and proctor examinations.
- Organize and conduct different events like Maths/Science quiz, IKLC, GSEA, and Poetry competitions
- Be a Judge in different activities like Maths/Science quiz, and athletics
- To carry out any other duties commensurate with the grade and purpose of the post.

2018(August)-2018(September): Hazara University, Mansehra

Position: Visiting Lecturer at Hazara University, Mansehra

Duties & Responsibilities:

- Deliver a well-prepared lecture and tutorials
- Developing, preparing, and analyzing curriculum and course materials
- Setting and grading assignments, quizzes, and examinations
- Plan courses in consultation with other staff, and arrange course timetables
- Prepare departmental budgets and associated reports

2014 (June) -2014 (August): Govt. Girls Degree College Qalandar Abad, Abbottabad

Position: Visiting Lecturer at Govt. Girls Degree College Qalandar Abad, Abbottabad

Duties & Responsibilities:

- Delivering lectures, workshops, tutorials, and seminars
- Developing, preparing, and analyzing curriculum and course materials
- Assess student assignments and grade student performance
- Discuss with students their progress and/or aspirations

Education

M.Phill (Statistics) (2018)	Riphah International University, Islamabad with 3.1/4 CGPA
B.Ed (2016)	Sarhad University, Peshawar with 3.54/4 CGPA
M.Sc (Statistics) (2014)	Hazara University - Mansehra with 3.52/4 CGPA
B.Sc(Double Maths, Stats)(2012)	Army Burn Hall College, Abbottabad scoring 316/550 marks
HSSC (Science)(2010)	Army Burn Hall College, Abbottabad scoring 805/1100 marks
SSC (2008)	Army Burn Hall College, Abbottabad scoring 678/850 marks

M.Phil Thesis

- Generalized classes of estimators for mean estimation in the presence of complete and non-response.
Softwares used: R Studio, Derive 6, Latex

M.Sc Project

- Statistical Analysis of the University Students Satisfaction Template
Softwares used: SPSS, R Studio, Microsoft Word

Courses taught at B.S & M.Sc Level:

- Sampling Techniques
- Statistical Inference
- Quality Control
- Data Mining
- Statistical Methods
- Statistical Packages
- Multivariate Statistics
- Time Series Analysis

Subjects taught at School & College Level:

- Statistics
- Computer Science
- Social Studies
- Mathematics
- General Science
- English

Technical Skills

- Proficient in Microsoft Office (Word, Excel, Power Point), LaTeX, and Outlook
- Proficient in Statistical tools i.e., SPSS, R Studio, Minitab, EViews and Derive 6
- Good at making projects, reports, and presentations
- Good at research and technical writing skills

Academic Achievements

- Advisory Council in Army Burn Hall College for Girls, Abbottabad
- Awarded Prime Minister laptop on the basis of highest GPA during Masters degree program
- Resource person at 3rd National LIS Training Workshop organized by University of Peshawar & Higher Education Commission (HEC)
- 4 Research papers presented in International Conferences
- Attended more than 6 conferences and workshops on Statistics & Social Sciences
- Participated in seminars related to research and technical writing skills

Resource Person

- Resource person at 3rd National LIS Training Workshop on Capacity Building of Librarians using Research Tools at Baragali Summer Campus-II (University of Peshawar & HEC) on July 20-22, 2018.

Papers Presented & Conferences Attended

- Presented a paper at 15th Islamic Countries Conference on Statistical Sciences (ICCS-15) held on December 21-24, 2019.
Theme: Statistics for Social Justice with Healthy Living
- Presented two research papers at 17th International Conference on Statistical Sciences at National College of Business Administration & Economics, Lahore on January 21-23, 2019
Theme: Sustainable Development Goals (SDGs) and Data Gap Challenges
- Presented a research paper at 16th International Conference on Statistical Sciences at Islamia College Peshawar on March 5-8, 2018.
Theme: Advances in Statistics and data Management, its role in National growth and Socio-Economic development

- Attended 14th International Conference on Statistical Sciences at JSMU Karachi on March 14-16, 2016.

Theme: Statistics for better Decision-making and Development

Title of Conference Papers Presented & Published

- Consequences faced by Working Women in Islamabad.
- Forecasting of Gold prices in Pakistan by using Auto regressive moving averages (ARMA) and autoregressive integrated moving averages (ARIMA) Model, 17th ISOSS Conference Jan-2019, NCBAE Lahore
- Risk factors of cardiac Diseases in Islamabad Capital Territory (ICT), 17th ISOSS Conference Jan-2019, NCBAE Lahore
- Forecasting of petrol oil prices in Pakistan by Using Box-Jenkins Methodology (Data of 1920-2018, ISOSS Conference Jan-2019, NCBAE Lahore
- Generalized class of Estimators for Mean Estimation, 16th ISOSS at Islamia College Peshawar on March 5-8, 2018

References

Dr Saba Riaz

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Shaheed Zulfikar Ali Bhutto Institute of Science and Technology (SZABIST), Islamabad

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