

Shakila Mumtaz

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LECTURER

An experienced Biology lecturer studied in an array of science subjects: Molecular genetics, Molecular biology, Biotechnology, Cellular biology etc. Proficient in developing skills in students and provide them a growing path. Extensive experience in organizing workshops.

— AREAS OF EXPERTISE —

PCR | Manuscript writing | DNA Genotyping and Sequencing
Creative Writing | Proofreading & Editing | Gel Electrophoresis
DNA Extraction | RFLP | Blood sampling

PROFESSIONAL EXPERIENCE

The Limit group of colleges

Lecturer

Okara, Pakistan

01/2018 – Present

Key Accomplishment:

- Involved in the research and designing of new courses and materials.
- Assessing students course work and material.
- Involved in the setup of exams and the marking of results.
- Responsible for the departmental administrative tasks.
- Implementing college research projects and involved in its publication.
- Prepared monthly reports for senior managers.
- Actively leading class discussions and encouraging debate.
- Responsible for organizing lectures and supervising seminars and tutorials.

Research Bulb

Scientific Research Intern

Delhi, India

03/2021 – Present

- Works with administrative leadership, chair, physicians and other research personnel to develop, implement and oversee the research programs within the Department
- Ensures all research efforts are synchronized and coordinated and orchestrates collaborative working systems among the study's faculty, staff leadership and partnering organizations (e.g., related to regulatory compliance, data collection, informatics infrastructure, recruitment processes, and study design and execution)
- Works with R & D with diverse backgrounds and assists with developing cohesive and efficient processes in the coordination of multi-disciplinary research teams across the Department
- Assist and participate in the formulation of strategic plans for the department research

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Punjab Comprehensive School

Science Teacher

Okara, Pakistan

09/2015 – 01/2018

Key Accomplishment

- Create daily lesson plans and learning activities for students based on national, local, and school standards in science education and research and knowledge of developmental behaviors.
- Deliver high-quality, engaging instruction in the form of discussion, direct teaching, demonstrations and independent practice using a variety of proven methods.
- Communicate with parents regarding student progress, potential and behaviour periodically through phone or electronic means and at parent and teacher conferences
- Evaluate student performance on tasks established by the standards using different methods such as observation, performance-based tasks or other standard test practices.

Professional Skills

Critical thinking • Teamwork • Leadership • Time management

Communication skills • Patience • Problem Solving

Relationship building • Cultural awareness • Social and Emotional Intelligence

EDUCATION AND CREDENTIALS

Mphil (Genetics)

University of Veterinary and Animal Sciences, Lahore

January 2016-April 2018

Thesis Title:

Identification of Beta Casein gene (CSN2) Polymorphism using PCR(RFLP) in different cattle breeds

BS (Hons) Botany

University of Education, Lahore

September 2011-April 2015

Bachelor of Education (B.Ed.)

Allama Iqbal Open University, Islamabad

September 2019-July 2021

IELTS (General Training)

British Council, Overall 7 band, CEFR-C1

September 2020

PUBLICATIONS

- Bharat Kwatra, Angarika Balakrishnan, Naushin Raheema, Navnoor Kaur, Nilasha Chakrabarty, Shakila Mumtaz. Clinical Applications and Properties of Calcium Citrate Malate. International Journal of Pharmaceutical Sciences Review and Research. 2021. 69(1), 51-67.
- Shakila Mumtaz, Khalid Javed, Muhammad Dawood, Muhammad Imran, Asad Ali and Nazia Ramzan. β casein Polymorphism in Indigenous and Exotic Cattle Breeds of Pakistan. Pakistan Journal of Zoology. 2021.pp 1-4.
- Association of PIT1 gene variant with milk composition in Sahiwal and Holstein Friesian cattle (Under review)

ADDITIONAL TRAININGS & CERTIFICATES

- **“Fundamentals of peer review”** Module from Researcher Academy, Elsevier, 3 July 2021.
<https://drive.google.com/file/d/1eaRWW5M71yf2feAzXvbTECG2GTH4hamB/view?usp=sharing>
- **Online Peer Reviewer course** from American Chemical Society (ACS) Reviewers Lab, July 2021.
https://drive.google.com/file/d/11p3FGcfJTH6R_6TTeYXbpi3fZ1FZXqW8/view?usp=sharing
- **Excellence in Peer Review: How to be an effective peer reviewer** from Taylor & Francis, 2021.
<https://drive.google.com/file/d/15SNL9KchJbu3OENFAM9Oj2DaR7dk8Pfo/view?usp=sharing>
- **“Certified Publons Academy Peer Reviewer”** from Publons Academy, 2021
https://drive.google.com/file/d/1z_UtHqCU0PH2oiNT0-rAykVeajbnQfif/view?usp=sharing
- **“Co-reviewing with a Mentor”** course from Web of Science Academy, Clarivate, 2021
<https://drive.google.com/file/d/1hBZyqBZBAWNRBvFuwiu-MZcWiFqbWU8u/view?usp=sharing>
- **“Mentoring in Peer Review”** course from Web of Science Academy, Clarivate, 2021
https://drive.google.com/file/d/1Yk7TNvBFQVzVYVMBp242snty0y5l3DM_/view?usp=sharing
- **“Reviewing in the Sciences”** course from Web of Science Academy, Clarivate, 2021
<https://drive.google.com/file/d/1PBlni2WJT6Jc44iXhphHNtUcqyjdJgvK/view?usp=sharing>
- “Recognizing peer reviewers: A webinar to celebrate editors and researchers” Course from Researcher Academy, Elsevier, 3 July 2021.
- “How reviewers become editors” Course from Researcher Academy, Elsevier, 3 July 2021.
- “10 tips for writing a truly terrible review” Course from Researcher Academy, Elsevier, 3 July 2021.
- What is Peer Review? Why Peer Review? Course from Researcher Academy, Elsevier, 14 June 2021.
- “Building trust and engagement in peer review” Course from Researcher Academy, Elsevier, 14 June 2021.
- How do become a reviewer and what do editors expect? Course from Researcher Academy, Elsevier, 14 June 2021.

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- "Diversity in peer review" Course from Researcher Academy, Elsevier, 14 June 2021.
 - "Transparency in peer review" Course from Researcher Academy, Elsevier, 14 June 2021.
 - "Why get involved in peer review" Course from Researcher Academy, Elsevier, 14 June 2021.
 - Ethics responsibilities for peer reviewers" Course from Researcher Academy, Elsevier, 14 June 2021.
 - ESL004: Advanced English as a Second Language Saylor Academy, USA October 2020
 - 120 Hour TEFL Certification TEFL Professional Development Institute, England October 2020
 - Freelancing course under DigiSkills Training Program, Batch-05 Nov 2019-Jan 2020
 - Search Engine Optimization (SEO) course under DigiSkills Training Program, Batch-08 Jan 2020-Apr 2020
 - Creative Writing course under DigiSkills Training Program, Batch-06 Feb 2020-Apr 2020
 - Resume Writing certificate by Saylor Academy, USA, Nov 2020
 - Professional Writing certificate by Saylor Academy, USA, Nov 2020
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CONFERENCES & WEBINARS

- "A serotype-specific PCR method for detecting Salmonella spp. in poultry" 18 May 2021.
- "Lab weighing series - part 1: High-throughput pipette and weight calibration: Ensure precision and accurate results" 18 May 2021.
- "Lab weighing series - part 2: Weighing excellence in the lab: Choosing the right analytical balance" 18 May 2021.
- "Lab weighing series - part 3: Results you can trust: Minimizing weight measurement uncertainty" 18 May 2021.
- CAJAL week organized by "Project Encephalon" 1, 2, 4, 6, & 7 May 2021.
- "The Guinness World Record Event" held by GUVI Geek Networks, IITM Research Park, India. 24 April 2021.
- "New opportunities in systems pharmacology: How to utilize metabolomics for cancer research" 14 April 2021.
- "Increasing CRISPR editing efficiency with novel guide RNA methods" 12 April 2021.
- "IVF around the world webinar series: Webisode 9" 30 March 2021
- "18th International Molecular Biology and Genetics Winter school event" 25-28 March 2021.
- "IVF around the world series, Webisode 5: Egypt & Saudi Arabia" 3 March 2021
- "International Conference on Omics for Animal Sciences: opportunities and challenges" 20-21 February 2018
- "National Conference on Recent Advances in Functional Foods" 5-6 October 2016
- Advanced Molecular Techniques used in Fisheries and Wildlife Research 01 September 2016
- International Poultry Expo 22-24 September 2016

PRESENTATIONS

- Poster Presentation: Identification of beta casein gene CSN2 polymorphism using PCR-RFLP in different cattle breeds in the International Conference on Omics for Animal Science: Opportunities and Challenges

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- Poster Presentation: Identification of PIT1 gene influencing milk composition in Sahiwal and Holstein Friesian cattle breeds in the International Conference on Omics for Animal Science: Opportunities and Challenges
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HONOURS & AWARDS

- Participant in Guinness World Record Event held by GUVI Geek Networks, IITM Research Park, India. 24 April 2021
- 3rd Position in Poster presentation in International Conference on Omics for Animal Sciences: Opportunities and Challenges 20-21 February 2018
- 3rd Position in poster competition in Spring Festival 03 March 2016