

IFRAH SYED

PROFESSIONAL SKILLS

- MS Office
- MS Visio
- SPSS
- E-views
- QuickBooks accounts
- Biological tools and databases

KEY SUBJECTS

- Sustainable development
- Research methodology and techniques
- Disaster management
- Law and human rights
- Intellectual property rights and law

WORK EXPERIENCE

Assistant Director QEC

Air University, Islamabad |August, 2019- Present

- To Assist Director Quality in smooth functioning of QEC.
- To provide guidelines to each department program teams (PTs) for writing of Self-Assessment Report (SAR).
- To review, edit and proof read self-assessment reports for different programs.
- To Conduct assessment review and prepare relevant observations pertaining to Quality Enhancement cell.
- To check and Validate multiple criteria by Rubric Evaluation
- To ensure implementation of quality plan and coordinate with departments for its execution.
- To strengthen Quality Assurance setup in university assist in organizing quality awareness seminars for students.
- To update on website about relevant QEC activities.

Media and Documentation Officer

Taaleem Foundation | March, 2019 – August 2019

- Action taking and coordinate actions on program, request and matters received in office.
- Planning and caring to completion, special projects and assignments supervised by senior program officer.
- Preparing various organizations' reports annual and bi-annual and development of success stories of **GIZ & UNESCO**.

Management Intern

Taaleem Foundation |3rd January – 28th February, 2019

- Assisted in report writing and literature writing
- Examined the task and communication related work
- Conducted internet based research on the development areas that is determined by the supervisor

Research Associate

Centre for Communication Programs Pakistan (CCPP)| May-2018 to Sept-2018

- **UK DFID** funded project to assist Government of Pakistan
- Scanning and monitoring of media contents of health, specially **RMNCH and nutrition**
- Presentation of results by applying data analysis techniques, on excel & similar Statistical software SPSS.

Admin and Research Officer

DIGIHAWKS PRIVATE LIMITED | May-2017 to March-2018

- Preparing meaningful, accurate and timely monthly management reports.
- Contributed ideas and opinions in research activities by suggesting research methods and conclusions for analysis.
- Entered and analyzed data from various projects and internet using MS Excel and SPSS.

EDUCATION

MS DEVELOPMENT STUDIES (MS-DS)

SZABIST ISLAMABAD / 2014 - 2016

BS BIOINFORMATICS (BS-BI)

INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD / 2009-2014

DISSERTATIONS

Quantitative Researches

- *“The role of education, skilled labor and household income on poverty alleviation. A case study on the residents of village of Islamabad”*
- *“Addiction of social networking sites and its impact on daily routine. A survey on university students of Islamabad”.*

Qualitative Research

“The structure prediction, Superimposition and Phylo-genetic analysis of proteins involved in congenital hypothyroidism”

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Professional Education/Certifications:

1. *Introduction to Result Based Management - Certified by UN Women Training Centre*
2. *Result Based Management (Advance Level)-Certification by UN Women Training Centre*
3. *2030 Agenda for Sustainable Development and Gender Equality-Certification by UN Women Training Centre*

Publications:

- *“Addiction of social networking sites and its impact on daily routine. A survey on university students of Islamabad” - In Progress**