

# NABIHA SYED

## Job Objective

To be a part of well reputed organization where my academic, technical and natural potential could be applied for being groomed to perfection

## Employment History

Jan 2015 – till present	NED University of Engineering & Tech., Khi	Lecturer
Feb 2013 – May 2013	American University of Sharjah, UAE	Graduate Teaching Assistant
Jan 2012 – Jan 2013	Global Corporation, Pakistan	Projects & Product Coordinator/Admin Asst.
June 7, 2010 – July 17, 2010	General Tyres & Rubber Company, Pakistan	Internee

## Roles and Responsibilities

### 1. NED University of Engineering & Technology, Khi, Pakistan (Lecturer)

- Responsibilities include conducting classes, lab and exams

### 2. American University of Sharjah, UAE (Graduate Teaching Assistant)

- Responsibilities include conducting lab with undergraduate students
- Teaching and assisting the students
- Helping professors in correcting exams and assignments
- Invigilating and conducting exams and tests

### 2. Global Corporation, Khi, Pakistan (Projects & Product Coord. )

- Responsibilities include monitoring the Projects & Product Division
- Activating the cases which have been stagnant due to some reason, informing the higher authorities about the progress of the department
- Helping in the promotion of technology related to our field
- Making reports, business leads, lists of upcoming and ongoing projects in Pakistan

### 3. General Tyres& Rubber Company of Pakistan Limited (Internee)

- Worked as an internee at their main plant facility at the **Compounding, Radial, Tube building, Curing and Laboratory Testing**
- Responsibilities include to observe the overall plant, functions of different departments and submit a report at the end of internship period

## Education

### 1. NED UNIVERSITY OF ENGINEERING & TECHNOLOGY, KHI, PAKISTAN

- Master's Degree in Polymer Engineering (expected completion : Dec 2017)

### 2. NED UNIVERSITY OF ENGINEERING & TECHNOLOGY, KHI, PAKISTAN

- Bachelor's Degree in Polymer & Petrochemical Engineering
- Spring 2008 till Fall 2011
- 3.2 GPA (1<sup>st</sup> Division)
- **FINAL YEAR PROJECT**  
TREATMENT OF HYDROGEN FOR CHLOR-ALKALI PLANT  
Basic purpose was to remove the vapors from wet hydrogen and use it further for chlor-alkali plant

### 3. D.A. DEGREE COLLEGE FOR WOMEN, phase-VIII, KHI, PAKISTAN

- Intermediate Degree in Pre-Engineering
- 2005-2007
- A grade

## Skill Set

- MS Office applications, MATLAB, Hisys , Edible Software
- Excellent English Communication Skills, Written and verbal
- Ability of multi-tasking
- Fast learner
- Willingness to walk extra mile to achieve excellence.

## Interests/Activities

- Senior consultant of Creative Team for Society of Polymer & Petrochemical Engineers, 2011
- Attended a certified 3 days' workshop on Vacuum Science Technology, Sep 2011
- Awarded Best Member of Team Documentation 2010
- Editor of the 2010 magazine of Society of Polymer & Petrochemical Engineers
- Attended training sessions on Industrial Waste Water treatment
- Worked as a volunteer for ITIF Asia 2010 at Expo Center Karachi

## Personal Details

Marital Status : Married  
Place of Birth : Pakistan  
Email : [nabiha.syed1@gmail.com](mailto:nabiha.syed1@gmail.com)