

TAHIRA AKHTAR

| 03216340342 | tahiraakhtarbodla@gmail.com

EDUCATION

Hubert Humphrey Fellowship	Vanderbilt University, Nashville, TN, USA	2015-16
MS (Human Resource)	PIMSAT, PK	2014
M.A (International Relations)	Bahaudin Zakariya University, Multan, PK	2003
B.A (English Literature)	Women Degree College, Multan, PK	1999

Achievement during Humphrey Year

- Attended ten weeks' program on academic writing and language skills in UC, Davis.
- Attended Post Graduate Courses on 'Negotiation Skills', 'Race Space & Environmental Justice' and 'Enterprise System Design' in Vanderbilt University session 2015-16.
- Attended Seminars in UC, Davis on the topics of Time Management, Critical Thinking, Conflict Resolution, Presentation Skills, Logical Thinking, American Family Culture and Gender Issues.
- Attended Global Leadership Forum, Washington DC, as Humphrey Fellow, in Oct, 2015.
- Attended 25 Seminars on Leadership Strengths and Experience as Humphrey course.
- Presented Pakistan at the forum of Women in Engineering, Vanderbilt, Nashville.
- Participated in various volunteer services in Nashville.
- Assertive Training for Women in Administration by American Management Association in New York.
- Attended workshop on Human Rights and Development, organized by Emory University, VG.
- Attended workshop on Mentoring rules and moral ethics at Boston University.
- Training on Entrepreneurship & Business Startup by Virginia State University.
- Project on Business Incubation Center Establishment for Women in South Punjab in Enterprise System Design, Vanderbilt University.
- Worked in Nashville Entrepreneur Center for Twelve Weeks in Nashville, Tennessee.

Employment history & Experience in Pakistan

24-08-2017 to date	Manager Industrial Linkages and Technology Transfer (on Deputation), MNS-University of Agriculture Multan.
01-07-2010 to 23-08-2017	Deputy Registrar (Alumni and Career Development) The Islamia University of Bahawalpur
07-2007 to 06-2010	Career Development Officer, The Islamia University of Bahawalpur

08-2006 to 07-2007	Lecturer, Army Public School and Colleges System Multan
10-2002 to 02-2005	Lecturer College of Professional Studies, Multan
10-2003 to 09-2004	Lecturer (visiting faculty) University of Southern Punjab, Multan
08-2003 to 09-2005	Senior Teacher, The City School, Multan
05-2004 to 08-2004	Quality Control Associate (three months project) CIET, Pakistan
09-2003 to 12-2003	Monitoring Supervisor (short term) CIET, Pakistan
03-1999 to 03-2005	Joint Secretary, Multan Arts Forum Multan

Achievements in Current Job

- Collaboration with Local Chambers of Commerce
- MOUs between Private/ Public Organizations
- Organization of nine Successful Training Programs
- Assisted in Organizing International Conferences
- Organization of Four Awareness Seminars
- Worked on registration and Structural designing of ORIC in HEC
- Registration of Student Business as company after incubating in ORIC

Achievements at Islamia University, Bahawalpur

- Successful implementation of GRAP, Punjab's project for Women Empowerment at The Islamia University of Bahawalpur.
- Organized 105 soft skills programs for university students on resume writing, interviewing techniques, job search strategies, communication skills, time management, language learning, Presentation Skills, etc.
- Arranged three successful career fairs at The Islamia University of Bahawalpur
- Working as Deputy Registrar Alumni for IUB students.
- Organized three surveys of university students, teachers and employers in collaboration with Bauru of Statistics
- Organized events like art competitions, debates and speech competitions on International days and United Nations declared international years.
- Coordinator campus career portal
- Trainer for officers of TEVTA Punjab and FFC Group.
- Counsellor and resource person for professional trainings, GRAP Punjab.
- In charge, Literary Societies at The Islamia University of Bahawalpur.
- Organized seminars on women rights, educational system and social mobilization
- Worked with Bureau of Statistics Punjab for National Population Survey, 2012-13

Professional Trainings

- Official Training on DDO Powers, Govt.of Punjab, GRAP Lahore
- University Training on Rules and Statutes under university act of 1975, IUB
- Training on Gender Audit by ILO arranged by GOP

- Training on CDC System by NHR group, organized by Govt. of Punjab
- Workshop on Human Resource Management by UNDP
- Training on Legal Literacy Campaign by UNDP
- Attended Seminar on Pre-Budget planning by Social Welfare Department
- Workshop on Project Planning by UNDP
- Workshop on Business Plan by NUST, Rawalpindi
- Workshop on Gender issues in CDCs by HRDN, Islamabad
- Training program on CDC Establishment by USAID, Pakistan
- Training on Project Planning by NUST, Islamabad.

Personal Information

- Nationality: Pakistani
- Postal Address: 10, Pakistan Town, Chowk Raseedabad, Multan.
- Phone N^o: +92 306 732 2002
- Mobil N^o: +92 321 634 0342
- Email: tahira_akhtar_bodla@yahoo.com