

Sana Muhammad Tariq

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A results-driven academician, researcher, and business professional with a first-class MS in Management Sciences and over six years of corporate and academic experience. Currently serving as a Program Manager & Lecturer at a leading transnational educational institution, specializing in curriculum development, student engagement, and industry-academia collaboration. With a strong research background in higher education and transnational education, I am passionate about designing innovative learning experiences, mentoring students, and bridging the gap between academia and industry.

WORK EXPERIENCE

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| Sep 2021 – current
Faisalabad (Pakistan) | <i>Program Manager and Lecturer</i> | The Millennium Universal College |
| <ul style="list-style-type: none">▪ Design and implement curriculum strategies to ensure academic excellence▪ Lead academic advising and mentorship for students, resulting in a 50% improvement in student performance▪ Teach Pearson HN, University of London Royal Holloway BSc., University of Hertfordshire Top-Up and University for the Creative Arts' International MBA students▪ Monitor student progress and academic performance, providing tailored feedback to improve learning▪ Collaborate with industry professionals to integrate real-world business insights into the classroom, increasing internship placements by 20%▪ Develop experiential learning initiatives by integrating industry projects, case studies, and guest speaker sessions▪ Contribute to curriculum review and program development, ensuring academic quality and alignment with transnational education standards▪ Engage in faculty meetings, research initiatives, and university-wide academic improvements | | |
| Sep 2021 – Feb 2023
Faisalabad (Pakistan) | <i>HR Executive</i> | DS Technologies |
| <ul style="list-style-type: none">▪ Managed end-to-end recruitment, successfully hiring 30+ candidates across multiple departments.▪ Developed and executed HR policies and training programs, leading to a 25% improvement in employee engagement▪ Led performance evaluations and structured feedback mechanisms to improve workforce productivity | | |
| Oct 2019 – Aug 2021
Faisalabad (Pakistan) | <i>Lecturer</i> | Chenab College of Advanced Studies |
| <ul style="list-style-type: none">▪ Delivered interactive lectures and case-based learning for undergraduate business management courses.▪ Revamped assessment methods, enhancing student learning outcomes by 20%.▪ Supervised student projects and guided research activities in business management. | | |

Feb 2018 – May 2021
Lahore (Pakistan)

HR Assistant

Al-Fatah Electronics

- Spearheaded **talent acquisition and workforce planning**, reducing hiring time by **30%**
- Developed and implemented **employee retention programs**, improving staff retention rates by **15%**
- Developed and maintained **employee records**, ensuring **compliance with HR policies**
- Assisted in **performance evaluations**, helping **identify skill gaps and training needs**
- Coordinated **HR documentation and payroll processing**, ensuring timely salary disbursement

RELEVANT SKILLS

- **Technical Skills:** Microsoft Office (Word, Excel, PowerPoint), SPSS, Canva, Adobe Photoshop
- **Soft Skills:** Teamwork, Conflict Management, Emotional Intelligence, Communication, Leadership, Analytical Thinking, Problem-solving, Result Orientation
- **Analytical and Research Skills:** Data Analysis, Report Writing, Business Strategy, Proofreading
- **Languages:** English (C1), Turkish (Beginner), Urdu (Native)

EDUCATION

2022	<i>Masters of Science in Management Sciences</i> (Faisalabad, Pakistan) Silver Medalist (4/4 CGPA)	Riphah International University,
2019	<i>Bachelors in Business Administration (BBA)</i> (Faisalabad, Pakistan) (3.84/4 CGPA)	Riphah International University,
2015	<i>A Levels (Business)</i>	Private Candidate, (Faisalabad, Pakistan)
2011	<i>O Levels (Sciences)</i>	The City School, (Faisalabad, Pakistan)

PUBLICATIONS

ACADEMIC INTEGRITY IN HIGHER EDUCATION INSTITUTIONS (HEIs) OF PAKISTAN: PROBLEMS AND RECOMMENDATIONS

Dr. Muhammad Aqib Ali, Sana Muhammad Tariq, Usman Khalid | 2024
International Journal of Social Science Archives

TRANSNATIONAL EDUCATIONAL (TNE) IN PAKISTAN: CHALLENGES AND WAY FORWARD

Dr. Muhammad Aqib Ali, Sana Muhammad Tariq, Usman Khalid | 2024
Journal of Educational Research and Social Sciences Review (JERSSR)

I WISH I COULD BE LIKE HER! HOW SELF-CONGRUENCE STIMULATES A DESIRE TO MIMIC

Li Xiao, Aysha Saleem, Sana Muhammad Tariq, Junaid Ul Haq | 2021
Journal of Theoretical and Applied Electronic Commerce Research