

Syeda Sana Gulzar

Ph.D Scholar

Block D, New City, Phase 2, Wah

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Teaching and Professional Skills

- Human Resource Management
- Education Leadership & School Administration
- Curriculum planning & Student development
- Quantitative & Qualitative Research
- Survey Design & SPSS Analysis
- Academic writing & Publication
- Microsoft Office (Word, Powerpoint, Excel)
- Basic Graphic Designing (Workshop certificate)

Leadership & Interpersonal Skills

- Time management & Task Assignment
- Team Building & Staff supervision
- Effective Communication Skills
- Motivation & Staff Development
- Emotional Intelligence & Empathy
- Accountability & integrity

About Me

I am a dedicated and result-driven professional with a strong academic foundation in Human Resource Management and over seven years experience in education leadership and administration. Currently pursuing a PhD in Management, I am passionate about fostering growth-oriented environments, developing people-centric strategies, and contributing to organizational success through effective leadership and research-driven insights. My strengths lie in strategic planning, team development, academic coordination, and research on leadership, decision-making, and organizational behaviour. I bring integrity, empathy, and a commitment to excellence to every role I take on.

Experience:

Vice Principal- The Cantt High School

Aug 2016 - Dec 2023, Rawalpindi

Experience: 7+ years- Sector: Education

- Led school operations, ensuring academic excellence and policy compliance
- Supervised faculty and managed scheduling
- Facilitated smooth communication among staff, parents, and administration
- Trained Teachers, promote leadership, and maintained a positive learning environment
- Took part in decision-making and policy implementation related to academics and HR

Mathematics Teacher - Silver Oaks International School

Aug 2014 - July 2016, Rawalpindi

Experience: 2 years- Sector: Education

- Delivered engaging lessons aligned with academic standards
- Designed classroom activities to promote active learning

Teaching Assistant (Intern) -Fatima Jinnah Women University

Jun 2013 - Aug 2013, Rawalpindi

Experience: 3 Months- Sector: Education

- Assisted Faculty with classroom management and grading
- Provided academic support to students during summer sessions
- Gained experience in academic research and instructional delivery

HR (Intern) - Aangan, Rozan (NGO)

Apr 2011 - May 2011, Islamabad

Experience: 1.5 Months- Sector: Non-Profit

- Observed and assisted in daily administrative tasks
- Contributed to the community engagement and awareness programs

Language Proficiency

- **Urdu**- Native
- **English**- (Duolingo 130, IELTS Band 7)

Education

PhD in HRM - COMSATS University

Sep 2024 - Present, Wah Campus

- GPA: 4 (1st Sem), 3.94 (2nd Sem)
- Research Focus: Leadership, Organizational Behavior, Social Psychology

MS HRM - APCOMS (Affiliated with UET, Taxila)

Feb 2013 - Jul 2017, Rawalpindi

- Thesis: Impact of Workplace spirituality on Pro-environmental behavior: Mediating role of Environmental passion

BPA - Fatima Jinnah Women University

Sep 2007 - Jun 2011, Rawalpindi

- Final Year Project: Impact of Succession Planning on Employee Engagement in Telecommunication sector of Pakistan (Published)

Publications

Impact of Governance Transparency and Role of Shareholders on Succession Planning In Banking Sector of Pakistan

Journal: European Journal of Business and Management,

Year: 2014, Vol 6, Issue No. 20, pp. 156-167

Impact of Succession Planning on Employee Engagement in Telecommunication Sector in Rawalpindi, Pakistan

Journal: European Journal of Business and Management,

Year: 2014, Vol 6, Issue No. 37, pp. 269-273

Leadership Begins with a Creative Approach

Journal: European Journal of Business and Management,

Year: 2014, Vol 6, Issue No. 37, pp. 1-5

Volunteer work

Volunteer Attendee - Marie Adelaide Leprosy Center (NGO)

10 Aug 2009 - 16 Aug 2009, Lady Reading Hospital, Peshawar

Experience: 1 week- Sector: Non-Profit

Volunteer Storyteller - Radio Vow 96.6, Campus Radio Station

May 2008 - Aug 2009, Fatima Jinnah Women University, Rawalpindi

Experience: 1 year 4 months- Sector: Entertainment

Awards & Recognition

Best Services Award - As Vice Principal

2019 & 2020, The Cantt High School, Rawalpindi

Honoured twice for outstanding leadership, Commitment to academic excellence, and exceptional services to the institution.