

# Eshaal Maryam Mir



Research Scholar



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## About Me

I am a dynamic research scholar in Project Management at Bahria University Islamabad, with a strong background in business administration and research. Proficient in Microsoft Office Suite, Google Workspace, and various collaboration tools, I contribute effectively in diverse settings. As an Online Tutor, I specialize in Accounting, Finance, and Business Studies, designing customized lesson plans to meet individual student needs and promoting academic growth through personalized feedback. I also use online platforms to create engaging learning experiences. In my previous role as a Customer Service Representative, I ensured smooth client communication, verifying information, determining eligibility, and transferring calls to the head office. As an intern in Supply Chain Management at PAF Hospital, I gained practical experience in inventory management, order processing, and tracking deliveries, while maintaining efficient workflows. As a Research Intern at Bahria University, I contributed to survey design, data collection, analysis, and presentation of findings. As a Teaching Assistant for the courses Supply Chain Fundamentals and Inventory & Logistics, I helped in valuable academic support to both faculty and students. I also organized focus group meetings, ensuring data accuracy and supporting report preparation. With diverse experience in project management, research, teaching, and customer service, I have developed a versatile skill set that enables me to manage tasks efficiently and contribute to academic and organizational success. My focus is on promoting scholarly achievement, supporting student growth, and contributing to institutional success while promoting positive social change and societal progress.

## ➡ Education

- ⬆ **MS in Project Management** | Bahria University, Islamabad. (2023-2025). |CGPA| 3.29/4.00|
- ⬆ **Thesis** | Risk Management and Project Success: The Role of Risk Resilience and Project Planning.
- ⬆ **BBA, Silver Medalist** | Bahria University, Islamabad. (2021-2023). |CGPA| 3.63/4.00|
- ⬆ **Associate Degree Program (IT)** | University of Central Punjab. (2018-2021). |CGPA| 2.94/4.00|

## Professional Experiences

- ⬆ **Online Tutor**, Accounting, Finance & Business Studies. Eahana Tutors Academy. (March, 2024 – Present...).
-  Conducted online tutoring in Accounting, Finance, and Business Studies.
-  Developed customized lesson plans to meet individual student needs.
-  Simplified complex concepts to enhance academic performance.
-  Utilized online tools for interactive and engaging learning.
-  Monitored student progress and provided constructive feedback.
- ⬆ **CSR, JSons.Communication.** (Feb, 2023- May, 2023).
-  Collected client information through telephone calls and interviews.
-  Verified client details for accuracy and compliance.
-  Assessed eligibility by comparing client information with requirements.
-  Transferred calls to the head office in Islamabad for further assistance.
- ⬆ **Supply Chain Intern**, PAF Hospital. (Sep, 2022- Dec, 2022).
-  Managed inventory, ordered items, and processed orders.
-  Maintained records and tracked deliveries.

- ✚ Updated and monitored trackers using Excel.
- ✚ Worked on Candela software for inventory management.
- ✚ Handled paperwork manually for documentation and record-keeping.

▲ **Research Intern and Teaching Assistant**, Bahria University. **(May, 2022 – Dec, 2022).**

- ✚ Assisted in designing and conducting surveys, following up with respondents.
- ✚ Created graphs and charts to present research findings.
- ✚ Verified data accuracy and validity in databases.
- ✚ Assisted in arranging focus group meetings with the project team.
- ✚ The preparation of lecture materials.
- ✚ Assisting in the development of presentations.
- ✚ Conduct student support sessions.

## 🎯 Core Competencies

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I specialize in optimizing Zoom and Learning Management Systems (LMS) for online education and am proficient in MS Office 2016, including Excel, Word, PowerPoint, and Outlook, as well as Google Workspace tools such as Docs, Sheets, Slides, Calendar, and Drive. My expertise includes communication and collaboration tools, data management, reporting, confidentiality, security, and compliance with institutional standards. I have experience in fieldwork and research techniques, designing and delivering lectures, seminars, conferences, and workshops for undergraduate and graduate students. I provide personalized online tutoring in Accounting, Finance, and Business Studies, developing customized lesson plans, assisting students with complex concepts, and utilizing online tools for interactive learning. My experience also includes handling client interactions, verifying information, managing inventory, processing orders, maintaining records, tracking deliveries, and working with Candela software. I have contributed to research by conducting surveys, arranging focus group meetings, verifying data accuracy, and creating graphs and charts for presentations. Furthermore, I actively represent the institution at academic forums, seminars, conferences, and public engagements to promote its mission and enhance its reputation within the educational community.

## 🎯 Area of Expertise

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As a research scholar, I extensively focus on Project management, Lean operations, Control management, Project planning, Procurement, Contract management, Business Studies, Marketing, Economics, Accounting, and Finance, analyzing market trends, financial structures, and economic policies to drive strategic decision-making. My expertise in Business Communication enables me to develop effective corporate strategies, ensuring clarity in professional interactions. I have a strong command of Supply Chain Management, streamlining operations through efficient resource allocation, vendor negotiations, and compliance with industry regulations. Additionally, I possess strong leadership strategies that improve adaptability, resilience, and long-term growth in competitive business environments.

## 🏆 Certifications & Achievements

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- ✚ **June, 2025** – Preparing for PMP certification.
- ✚ **March, 2025** – TEFL (Teaching English as a Foreign Language) from Online Alison.
- ✚ **March, 2024** – Certificate of Excellence in BBA from Bahria University.
- ✚ **February, 2023** – Google Ads Certification.
- ✚ **December, 2022** – Certificate from Internal Economic Affairs Officer Alberto, United Nations.

## 💬 Languages

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**English:** Native or Bilingual Proficiency.

**Urdu:** Native Proficiency.

**Punjabi:** Native Proficiency.