

HUMAIRA NAEEM

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Google Scholar <https://surl.li/adolcf> | GitHub <https://github.com/Zummar>



Professional Summary

I aim to put my knowledge and experience to optimal utilization and attain a career-oriented job in a renowned, esteemed organization that rewards performance and achievements in administrative management, quality work, research, managerial tasks, computer programming, and leadership.

Education

Master of Science (MSc) in Zoology

Minhaj University Lahore, 2019-2021

Bachelor of Science (BSc) in Botany, Zoology, Geography

University of the Punjab, 2017-2019

(FSc) in pre-medical

Al-Umar College, 2015-2017

Matric

Qazi Grammar Girls High School, 2013-2015

Work Experience

Superintendent

Minhaj University Lahore | [2022-Continue]

Being a part of the management of the Center for Research and Development and a research project, I am working as a superintendent and performing official administrative tasks and coordination as per requirement, and working on the following research endeavors:

- Referencing
- Citation
- Bibliography
- PRISMA-compliant literature Review
- Thematic Analysis
- Systematic Literature Review
- PRISMA

- Reports
- Research Project Data Handling
- Manage departmental data, research operations, reporting, and research and publications-related tasks.
- Manage and organize research project data and research publications.
- Coordinate with faculty and staff as per requirement.

Biology Teacher (FSc Level)

Unique Science Academy | [2021-2021]

- Taught biology to pre-university students.
 - Developed lesson plans and conducted assessments.
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Soft Skills

- Research & Data Analysis
 - Microsoft Office (Word, Excel, PowerPoint)
 - SPSS, EndNote, Mendeley, NVivo, Nitro pro
 - Canva
 - Team Management & Leadership
 - Public Speaking & Critical Thinking
 - Adaptability & Creativity
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Internships

- Four-week virtual internship on Python Programming | CodSoft Company | 2024
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Certifications

- Programing Expert in C++ | PNY at Arfa Tower Software Technology Park | 2023
 - Full Stack Python | PNY at Arfa Tower Software Technology Park | 2024
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Training Workshops

- **PHEC Training on Web Searching Skills and HEC Digital Library and Online Resources** | As a member of the Management Team of CRD, Minhaj University Lahore
- **How to Publish Research Papers in HEC Recognized Journals (HJRS) free of Cost** | As a member of the Management Team of CRD, Minhaj University Lahore

- **SPSS** | As a member of the Management Team of CRD, Minhaj University Lahore
 - **Open Journal System** | As a member of the Management Team of CRD, Minhaj University Lahore
 - **Research Integrity, Ethics and Plagiarism** | As a member of the Management Team of CRD, Minhaj University Lahore
 - **Smart PLS** | As a member of the Management Team of CRD, Minhaj University Lahore
 - **Reference Management Through Mendeley** | As a member of the Management Team of CRD, Minhaj University Lahore
 - **Beyond the Factor: Talking about the Research Impact through Scientometric Analysis** | As a member of the Management Team of CRD, Minhaj University Lahore
 - **VOS Viewer** | As a member of the Management Team of CRD, Minhaj University Lahore
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Publications & Research Work

- Javed, A., Shahid, M. B., Naeem, H., Jam, A. H., Nawaz, A., & Nazeer, A. (2022). Aflatoxins poisoning. Haya: The Saudi Journal of Life Sciences, 7(2), 34–37.
 - Javed, A., Naeem, H., & Azam, I. (2022). Infertility causing microbial flora. Saudi Journal of Biomedical Research, 7, 123–130.
 - Javed, A., Naeem, H., Murad, F., Sadiq, A., Nazeer, R., Bibi, I., & Chaudhary, A. (2023). A review on zoonotic dermal infections in humans. Pakistan Journal of Biochemistry and Biotechnology, 4(2), 11–21.
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Languages

- English (Fluent)
 - Urdu (Native)
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References

- **Dr. Sajjad Ahmad**

(Director, Center for Research and Development, Minhaj University Lahore)

Email: sajjad@mul.edu.pk

Contact: 0300-4272975

- **Dr. Anam Javed**

(Subject specialist, Army Education Corp.)

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