

Sangeen Khan (Ph.D.)

HEC Approved Ph.D. Supervisor



District Swat

Phone: +92 (0) 3334441391

Email: Sunginghan@gmail.com

DrSangeen@uswat.edu.pk

PERSONAL SUMMARY

A reliable, capable, and enthusiastic individual capable of taking on the management and coordinating duties in myriad capacities. Possessing extensive knowledge, and experience in supporting, developing, and motivating teams to drive continuous improvement across a range of work activities. Potent of coming up with practical improvement initiatives enhancing the organization's overall effectiveness and harnessing the latent potential of its entire elements. Currently looking forward to joining a suitable organization that rewards hard work and offers good opportunities for career development by enhancing my skills further, while equipping me to devise effective and efficient strategies for its overall betterment.

PERSONAL INFORMATION

Father's Name	Nisar Mohammad Khan
Date of Birth	November 4 th , 1987
Nationality	Pakistan
Religion	Islam
C.N.I.C No.	15602-8153466-1
Marital Status	Married
Address	Manzoor Colony Landaykas Mingora, Swat, Kpk, Pakistan

QUALIFICATION

Ph.D. Management Sciences	Feb 2017 to June 2022
Abdul Wali Khan University Mardan (AWKUM), Pakistan	
MBA Human Resource Management	2012 to 2014
Institute of Management Sciences Peshawar, Pakistan	
BBA Hons. Marketing	2005 to 2009
Institute of Management Sciences Peshawar, Pakistan	
HSSC Pre-Engineering	2003 to 2005
Swat Public School & College Mingora, Swat, Pakistan	
SSC Science	2003
Swat Public School & College Mingora, Swat, Pakistan	

CAREER HISTORY

1. **Lecturer (HRM), Management Sciences**
(September 24th 2025 to Present)
University of Swat, Charbagh, KP, Pakistan



2. **Assistant Professor (Management Sciences)**
(February 3rd 2023 to Sept 23rd 2025)
National University of Modern Languages (Peshawar Campus)
36-B, Chinar Road, University Town, Peshawar



3. **Lecturer (Management Sciences)**
Program Coordinator (BBA, MBA & MS Management Sciences)
(September 6th 2017 to January 31st 2023)
36-B, Chinar Road, University Town, Peshawar

- Preparing and delivering regular lectures for students
- Conducting tutorial sessions, seminars, and laboratory classes (where relevant)
- Guiding class discussions, whilst encouraging debate and feedback amongst students
- Preparing and marking student assignments, exam papers and providing one-on-one feedback on academic performance where necessary
- Supervising thesis dissertations of post graduate students as well as reports of Honors students
- Attending departmental and faculty meetings with other staff members
- Participating in course/degree setting committees, curriculum design and academic planning
- Engaged in preparing self-assessment reports and analyzing evaluation forms in coordination with QEC
- Participating in the preparation of academic timetable and calendar
- Engaged in invigilating examinations
- Attending and speaking in seminars and conferences
- Participating in organization of various events and co-curricular activities on and off the campus
- Engaged in general administration, reporting and file maintenance
- Engaged in interviewing course applicants at the time of admissions

4. **Field Officer**
(Nov 2015 to March 2016)
College road, Tehsil and village Alpuri district Shangla.



5. **Community Mobilization Officer (DRR)**
(Feb 2014 to March 2015)
Officer's College colony Saidu Sharif, Swat



- Coordinate with Sr. Officer DRR for effective implementation of the CBDRR activities.
- To work with the community for the roll-out of agreed project activities;
- To assist identifying CB-DRR activities e.g. Early Warning, Hazard Mapping, for community members, including local teachers, SMCs, and engage children, youth, PWD's and other genders in suitable engagement/participation sessions through meetings and sessions.
- Facilitate the process of community mobilization and form Community-Based Disaster Management Committee.
- Supervise and Conduct Capacity building programs at the community level for CBDMCs and cover Hazard, Risk, Vulnerability and Capacity assessment (HRVCA).
- Facilitate and provide technical support to the Village Disaster Management Committees in conducting Hazard, Vulnerability and Capacity Assessment and develop report.
- To work with Community-Based Disaster Management Committees to come up with Community-Based Disaster Management Plans.
- Ensure that CB-DRR is implemented effectively in a good quality standards and ensuring consistency of the work in accordance to the program goal and objectives.

- Assist Sr. Officer DRR in developing operational plans on weekly and monthly basis, reviewing activities periodically, to ensure that project expenditures are used within limits and guidelines approved by the District Program Manager.
- Facilitate the process of integration of Children Clubs plans into CBDRM Plans.
- Organize in collaboration with Education, Line departments and Community based various awareness raising activities.
- Facilitate and organize field visits of various stakeholders at field sides for effective implementation and support to ensure sustainability.
- Develop, maintain and improve work coordination with local key partners (community, NGO, international bodies and DM Authorities), to ensure the successful implementation of the project activities.
- Provide regular and follow up support to community organizations on CB-DRR activities.
- Develop progress reports periodically to line manager, in order to ensure the provision of accurate and updated information.
- Any other task assigned by the supervisor.

6. **Administration Assistant**
(Feb 2012 to Dec 2013)



- To complete operational requirements by scheduling and assigning administrative projects, expediting work results.
- Maintain supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies, verifying receipt of supplies.
- Using a variety of software packages, such as Microsoft Word, Outlook, Power point, Excel, Access, etc., to produce correspondence, documents, and maintain presentations, records, spreadsheets and databases.
- Devising and maintaining office systems.
- Booking rooms and conference facilities.
- Attending meetings, taking minutes and keeping notes.
- Managing and maintaining budgets, as well as invoicing.
- Liaising with staff in other departments and with external contacts.
- Ordering and maintaining stationery and equipment.
- Recruiting, training and supervising junior staff and delegating work as required.
- Photocopying and printing various documents, sometimes on behalf of other colleagues.
- Timely arrangement of vehicles for field staff and assuring rapid supply and availability of their field trip equipments.
- Engaged in the overall performance evaluation and management of the staff including supervisors and subordinates using a software package HRIS.

7. **Field Officer DRR**
(Aug 2010 to May 2011)
Officer's College colony Saidu Sharif, Swat



**Malteser
International**
Order of Malta Worldwide Relief

- Conduct surveys as trained - conduct interviews people on the field and make observations.
- Facilitate to form VDRRC, management, monitoring & advocacy sub-committee and volunteer group through meeting.
- Conduct Participatory Disaster Risk Reduction (PDRA) and assist VDRRC to prepare development and contingency plan.
- Facilitate courtyard session, school session and household visit to create awareness among the target community regarding disaster preparedness.
- Demonstrable experience of managing multi-hazard DRR programme / projects (local and national level) with special emphasis on earthquake / fire or any other kind of natural disasters.

- Implement the project activities smoothly as per the activity plan, maintaining the quality and timely outputs. Ensure that the benefits reach to the target beneficiaries timely and meet the results and objectives of the project. Major responsible activities for the Project.
- Design the activities, estimate the cost and implement through people mobilization and coordination with partners and stakeholders in the project districts.
- Conduct training, awareness camps and workshops for all types of beneficiaries on assigned project activities.
- Develop education, awareness and extension materials such as lessons learned papers, case studies etc. for sharing the experiences and information on the project for partners, visitors, stakeholders, beneficiaries and policy makers.
- Assist in the identification and solution of key points related with the implementation of the activities of the project.
- Ensure daily reporting of the activities you have conducted and share any issue with your line manager.

8. **Team Leader Shelter**

(Jan 2010 to July 2010)

Officer's College colony Saidu Sharif, Swat



- Assist in overall record keeping of project information.
- Identify and update list of beneficiaries, women and children through house to house visits
- Participate in informal social gatherings and community events to increase credibility.
- Field visit to different villages to follow up progress of ongoing project activities.
- Assist in preparation of progress report of field activities and participate in progress sharing meetings in Swat ACTED office.
- Participate and contribute in planning of field activities.
- Participate and contribute in the development of strategy for awareness raising of general public regarding shelter project.
- Responsible for the project proposal, Logical framework analysis and performing different activities under proper allocation of the budget.

SPECIALIZED SUBJECTS

Sales Management	Marketing research
Project management	Strategic Brand management
International Marketing	Advanced human resource management
Advanced project management	Group dynamics
Managerial accounting	Advanced Strategic Management
Performance Management	Change Management
Strategic HRM	Managerial Economics
Business law	Inferential Statistics
Business research methodology	Multivariate Analysis Techniques
Advanced research methods	Digital Marketing
International Trade	Supply Chain Management

COMPUTER SKILLS

Microsoft Office (Ms. Word, Ms. Excel, Ms. Outlook, Ms. Access, Ms. PowerPoint, Ms. OneNote, Ms. Visio, Ms. Project)
IBM SPSS V 23, 26, Stata, IBM AMOS V. 26, SMART PLS
Endnote X9, X7, Mendeley
HRIS
Google Sites, Google Analytics, Canva, Cap Cut, Microsoft Clarity, Word press, Chat GPT 4

TECHNICAL SKILLS

Report Writing	Excellent Communication
Mobilization	Team Player

Research	Analytical
Presentation	Interpersonal
Digital marketing campaigns	Flexible
Multitasking	Decision Making

LANGUAGES

Proficient skills of using languages
English (verbal & written)
Urdu (verbal & written)
Pashto (Native Speaker)

HOBBIES & INTERESTS

Cricket
Reading
Freelance Writing
Music
Snooker

THESIS & PUBLICATIONS

- I have done my thesis report on impulse buying, visual merchandizing and various consumer behaviors at the moment of buying and selling of various goods or services including the ten-factor identification, which appear to encourage the consumers for impulse buying.
- I have done my thesis report on "The Impact of Transformational leadership on Workgroup effectiveness and employees' Job satisfaction".
- I have completed my Ph.D. thesis, titled "The relationship between supply chain integration and sustainable performance of SMEs: The mediating role of green supply chain practices".
- I have published a research paper, titled: "Do mergers and acquisitions result in what they are targeted for? An analysis of corporate governance and mergers and acquisitions in Pakistan", in Multi-Cultural Education Journal, USA in category 'X', Volume: 7, Issue: 9.
- I have published a research paper, titled: "Unveiling Pakistani retailers' attitude towards Islamic methods of finance", in International Journal of Multicultural Education, Turkey in category X, Volume: 25, Issue: 03.
- I have published a research paper, titled: "The impact of despotic leadership on employees' performance: A moderating-mediated model", in Elementary Education Online Journal, Turkey in category 'X', Volume: 20, Issue: 03.
- I have published a research paper, titled: "The impact of internal and external green supply chain practices on sustainable performance of manufacturing SMEs in Pakistan. A Triple-Bottom-Line perspective", in International Review of Basic and Applied Sciences Journal, Pakistan, Volume. 10, Issue. 1 in January, 2022.
- I have published a research paper, titled: "The underlying mediation of inter-firm green supply chain practices in a relationship between supply chain integration and the firm's triple bottom line of sustainability. A case of manufacturing SMEs of Pakistan", in Webology, category 'X', Volume: 18, issue: 04 in March, 2021.

PROFESSIONAL TRAININGS & WORKSHOPS

- Training on Shelter construction under UNHCR at Mardan.
- Training on Disaster Risk Reduction and basic health care under Malteser International and NHSD.
- Workshop on the improvement of quality of primary and secondary school education in Govt. schools in KPK under SEMIOTICS consultants.
- Three days in depth training program on Community Mobilization techniques, Disaster Risk Reduction, formation of VDMCs, UDMCs, SDMCs and various tools like GMI, KAP survey techniques etc.
- One week faculty development workshop at National University of Modern Languages, Peshawar campus.

REFERENCES

Will be provided upon request.