

NAYAB ALAM

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OBJECTIVE

To contribute towards the growth and development of a dynamic organization through optimum utilization of my personal abilities and knowledge attained during my studies.

EDUCATIONAL QUALIFICATION

In Progress	Ph.D (GIS & RS) (Geographical Information System & Remote Sensing)	
2012	M.Phil (Environmental Sciences) CEES, Punjab University, Lahore	3.6 CGPA
2009	B.Sc Honours (Geography) Kinnaird College For Women, Lahore	3.82 CGPA
2004	F.Sc (Pre-Medical) Army Public School and College, Jhelum Cantt	A
2002	Matric Presentation Convent Girls High School, Jhelum	A+

RESEARCH WORK DETAILS

- ✓ **Industrial Growth in Faisalabad & its Consequent Environmental Impacts** (B.Sc (Hons), Research work)
- ✓ **Spatial Distribution of Trace Metals in the Top Soil of Lahore** (M.Phil Thesis) Published

WORK EXPERIENCE

April 2015- to-date	Higher Education Commission (HEC), Sector H-9, Islamabad Assistant Project Director	Supervision of Indigenous PhD fellowship for 5000 scholars, Phase II.
Aug 2009- July 2013	Saleem Shameem & Co. Engineers 41- H-II Wapda Town Lahore Office Incharge	Organizing meetings, Appointments with clients, dealing with correspondence/ complaints and queries, drafting letter, preparing presentations & reports, evaluation and monitoring of professional projects.
2008 (1 Month)	Water and Sanitation Agency (WASA), Lahore Development Authority, Lahore Internee	Work in Changa Pani Program Project. Assist in formulating the GIS mapping of the project area and Filed surveys of the same.
2008 (1 Month)	Faisalabad Development Authority (FDA), Faisalabad Internee	Studies Various Aspects of Urban Housing in Public & Private sector, Katchi abadi up-gradation Programme, Transportation and Traffic Studies, Master Planning, Urban Renewal and Slum Improvement, Development and Building Control etc.
2007 (1 Month)	Pakistan Meteorological Department, Regional Meteorological Centre, 46-Jail Road, Lahore. Internee	Studied Various Aspects of Weather Observation, Data Plotting, Chart Analysis, Climate Data Collection, Climatic Changes, Metar, Taf. Etc.

PERSONAL SKILLS AND COMPETENCES

Medium of instruction during past educational history: English

- Knowledge of basic office management systems (financials, record keeping, filing, reposting and presentations)

- Knowledge of office electronic equipment including computer hardware and software and other office use equipment.

PROFESSIONAL TRAININGS

- Leadership Programme for HEC Employees at Malaysia
(School of Leadership)
- Dashboard Reporting and Advanced Data Analysis with MS Excel
(Pakistan Institute of Management, Karachi)
- Transforming English Language Skills
(British Council)
- Project Monitoring and Evaluation
(Institute Islamique de Recherche et de Formation)
- Office and Record Management
(In-house by Pak Secretariat Professionals)
- Art of Note Writing, Minutes Recording, and Effective Office Communication Techniques
(In-house by Pak Secretariat Professionals)

ACHIEVEMENTS/ACTIVITIES/HONORS

- ✓ **Certificate of Merit by Government of Pakistan** on securing **2nd position in All Pakistan Essay Competition** on Environment
- ✓ Written a book for CSS students on subject of Geography and European history