



Tahira Mubashir

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Objective

To equip the upcoming generation with the tools of modern education whilst invoking in them a sense of righteousness, dignity and decision-making using my knowledge, professional skills and research experience by coming back in Academia.

Qualifications Summary

- Born teacher, daughter of a great teacher who served 35+ years for this noble profession.
- A team player ability to work with individuals at all levels with strong interpersonal skills.
- Sound educational background with exceptional presentation and communication skills.
- Fluent in English, Urdu and Punjabi both in speaking & writing.
- Proficient in windows based productivity tools, MS.Office, Internet and multimedia packages.

Professional Experience



Unilever Pakistan, Wall's Ice Cream Factory – Lahore

Junior Manager HR (March, 2006- July 2009)

Training & Development

- Responsible for all **Employees Trainings & Career Development activities** at site
- **Assistant Education & Training Pillar**, responsible for all Education & Training Pillar activities.
- Develop staff **skills profiling program** to track skill improvement and learning needs assessment leading to effective planning of the training calendar.
- Responsible for the **Training Needs Analysis (TNA)** from the Performance Appraisal process.
- Career Counselling & Performance Appraisal
- Responsible for **Management Personal Development Plan**.

Recruitment & Selection + General Administration

- Assist for all recruitment activities including campus presentations & interviews at corporate level. Also responsible for general office administration.

Public Relations & Communications

- Responsible for all communications regarding Walls ICF events and celebrations for IN HOUSE MAGAZINE OF UNILEVER PAKISTAN LIMITED, Team and News and Views etc.
- Contact person & responsible for all institutional visits (academic & industrial) arrangements.



Gift University, Gujranwala

A chartered university, committed to provide high quality education to its students.

Visiting Faculty Member (Aug, 2005 – Feb, 06)

Taught different modules of Management Course to MSc (A & F) students at School of Accounting & Finance (SAF), Gift University

- Integrated Management
- Relationship Management
- Management of Human Capital
- Organizational Information System (OMIS)

Trainings & Seminars Attended

- **Quality Verification Policy Workshop** by Corporate Quality Unilever.
- **International HR Conference** by LCCI, Lahore
- **Incident Investigation & Reporting system (IRIS)** by Naeem Sadiq, Quality Concerns.
- **Du Pont Safety Systems** at Wall's ICF Unilever Pakistan Limited
- Well Trained for **"The Art of Communication"**, by Navitus-Management Consultant
- Received a training by Navitus on **"Presenting with Impact"**
- Attended a training on **"Speak to Succeed "** by Sultan Khan & Associates International (SKAI) at Hotel Sun fort, Lahore
- **"Effective Writing Skills"** by Navitus Training Institute, Karachi.
- Participated in a two day workshop on **"Personality Development through Quality Mindset"** at Alhamra Lahore.
- A Seminar on **"Emerging Business Environment in India"** By Dr. Manoj K. Sharma, Director of Panjab University Chandigarh-India at LCCI, Lahore
- A seminar on **"If you don't take care of your customers, somebody else will take"** by Ahmed Qureshi at Packages pvt. Limited
- Got certificate on attending a Workshop on **"Behavioural Skills"** organized by "Dr. Nashi Khan".
- **Process Quality Improvement Workshop** by Naeem Sadiq, Quality Concerns, Karachi
- Attend all **HR Seminars and presentations** on regular basis at **Lahore HR Forum, Superior University** and **Packages pvt. Limited.**

Trainings & Seminars Conducted

- Conducted a series of **"Communication Skill Program"** for Factory Staff at Wall's Ice Cream Factory
- Conducted a session on **Coaching – Helping Others Grow** at ICF
- **Time Management** (Don't Manage Your Time, Manage Yourself) Workshop at ICF.
- **Team Building & Team Working** workshop for ICF Team
- **TPM Trainings** conducted for Factory Staff
- **Safety Trainings** for all Factory staff and 3rd party workers.
- Delivered a presentation on **"Motivation in Organizations"** for MSc Students at Punjab University.
- Represented Punjab University in **International Conference** at Pearl Continental Hotel, Lahore.
- Presented in the Lahore HR Forum on **"Communication & Negotiation Skills"**
- Conduct **miscellaneous trainings** for factory staff and 3rd party workers as per requirement.

Education

- (2003-05) **MSc Applied Psychology (Industrial/Organizational Psychology)**
University of the Punjab, Lahore
- (2001-03) **Bachelor (Social Sciences Group) Economics + Psychology**
Govt. College Saman Abad, Lahore
- (2000) **Diploma in Office Management (DOM)**

Projects & Case Studies

1. I opted for **Thesis** and a **comparative study of job facet satisfaction** conducted among the employees of **Muslim Commercial Bank and National Bank of Pakistan** to gauge their level of satisfaction and compare them on different facets of job satisfaction.
2. **A detailed Research Project** was run on the topic "**Occupational Stress and Job Performance**" by taking sample from **Wall's Unilever Pakistan**.
3. **Psychometric Report**, in which an achievement test was constructed and administered and all the processes of **Test Construction** were applied in learning about the tests.
4. Another **Psychometric Report** was written by applying various **Intelligence, Personality and Ability Tests** to make a profile and future prospects of the client.
5. Wrote an extensive and detailed **Case Report** on a **Phobic Patient** taken from Services Hospital.
6. **Eight Laboratory Reports Behavioural Neuroscience (BNS)** including Planes of Reference, Dissection of Ruminant Brain, Neurological Assessment of Brain, Administration of Neuro Behavioral Functioning Inventory (NFI), Administration of Bender Gestalt Test (BGT) etc.
7. **Case Studies**
 - i) One of the Cases studies was done on an individual high achiever taken from Packages (pvt) Ltd. and detailed **qualitative analysis** was done on various aspects of high achiever as measured by **questionnaires and an extensive interview**.
 - ii) The second case study was done on "**The Styles of Leadership** and Its Effects on the Motivation and Job Satisfaction of the Employees" by taking a leader and his five subordinates from Ejaz Dyeing and Finishing Mills (EDFM).
 - iii) Final case study was conducted in (Wall' Ice Cream Factory, Unilever Pakistan) and various aspects were studied that interact to make it an effective organization measuring its **communication patterns, performance appraisals, selection processes** and organizational structure as well as organizational culture

Distinctions

- Got **Scholarship** in Middle and Matriculation Examination.
- Intermediate Examination with **Distinction** from Gujranwala Board.
- **3RD PRIZE** on a model depicting "Neurological Basis for Stress".

- Attended a conference on “New Trends in Psychological Research” and presented my **Thesis** (Comparative Study on job satisfaction).
- Presented my **research paper** (Occupational Stress and Job Performance) in International Conference arranged by University of South Asia.
- Represented University of Punjab in four-day **International Conference** organized by Dr. Haroon Rasheed at Pearl Continental Hotel, Lahore.

Corporate Linkages

- Member of Lahore HR Forum
- Member of FOCUS GROUP at Packages Pvt. Limited
- Communication Coordinator at Wall’s for In-house Publications

Personal Information

Name	Tahira Mubashir
Father’s Name	Mubashir Ahmed
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D.O.B	10 TH March, 1983

References available upon request