**SUMAIRA**
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**PERSONAL STATEMENT**

As a passionate and dedicated individual with an MS-HRM degree and a brief administrative and research work experience, I am eager to pursue a PhD program and delve deeper into my research interest by exploring the complex yet fascinating interplay between emerging technologies, knowledge management, innovation, and sustainability. I am excited to contribute to the academic fraternity and make a meaningful impact through sustainable solutions for the future.

**EDUCATION & RESEARCH EXPERIENCE**

**MS-Human Resource Management (Sep 2018 – Jan 2021)**

**NBS-National University of Science & Technology (NUST)**
CGPA: **3.18/4.00**

**Projects undertaken:**

* Effect of individual employee age on knowledge sharing and knowledge receiving behaviour: Moderating role of age-inclusive HR practices.
* Organizational change through organizational development (OD) interventions: A case study of Telenor, Pakistan.
* Knowledge management at Ufone: A qualitative study.
* Analysed and improved the recruitment process at Phoenix Security Services Ltd.
* Designed and conducted an Assessment Centre for MBA Graduates of NUST.
* Proposed and led the employee engagement initiative, *Teams Happy Hour*, to connect people while remote working at S&P Global.
* Developed the HR Manual for Khyber International Private Ltd.

**Master’s in Public Administration (Feb 2008 – Sep 2010)**

**Department of Business & Social Sciences - Fatima Jinnah Women University (FJWU)**
CGPA: **3.17/4.00**

**Thesis Project:**

* Impact of Code of Corporate Governance on Company Performance: An Empirical Study.

**Projects undertaken:**

* Evaluating the impact of leadership styles on employee motivation: An empirical study of three selected organizations from England’s fast-food industry.
* Organizational structure in an innovative environment: A *Capco* case study.

**B.Sc. Physics & Double Mathematics (March 2005 – Sept 2008)**

**University of Hazara, Mansehra**
Grades/Percentage: **60% Marks**

**RESEARCH PUBLICATIONS**

* **Journal of Global Knowledge, Memory, and Communication (Emerald Insight)**
	+ *The Next Big Thing: Role of ChatGPT in Personal Knowledge Management - Challenges and Opportunities for Knowledge Workers Across Diverse Disciplines* (2023).

**WORKING PAPERS**

* **Submitted to the Journal of Internet Research (Emerald Insight)**
	+ *Integration of ChatGPT in Higher Education Sector: Understanding the Role of Institutional Context Through Comparative Analysis of Developing vs Developed Economies.*
* *Role of Generative AI for Social Sustainability - A Systematic Literature Review (****In Progress****).*

**EDITORIAL AND REVIEW ACTIVITIES**

* **Journal of Global Knowledge, Memory, and Communication (Emerald Insight)**
	+ Reviewed manuscript titled: *“Psycho-Cognitive Relationship Between Data and Knowledge Discovery: A Conceptual Critique”* (2023).

**PROFESSIONAL EXPERIENCE**

**HR Coordinator**

**Asmat Medical Centre, Abu Dhabi, United Arab Emirates** (Oct 2020 - Feb 2021)
**Responsibilities:**

* End-to-end recruitment, including candidate screening and selection procedures.
* Facilitating smooth employee onboarding and orientation programs.
* Maintaining HR information systems and generating reports.
* Managing employee relations, performance management, policy implementation, and training coordination.
* Administering employee benefits and ensuring compliance with regulations.

**Area Development Officer**

**Kashmir International Relief Fund, Muzaffarabad, Pakistan** (April 2014 – Dec 2016)
**Responsibilities:**

* Supporting M&E staff in data management, employee engagement activities, and supervision to ensure compliance.
* Handling petty cash, equipment, and supporting the execution of operational tasks.
* Liaison with training officers, organizations, and communities to ensure project compliance.
* Record keeping, basic management, and handling employee performance management.

**ADDITIONAL QUALIFICATIONS / AWARDS / CERTIFICATIONS**

**Awards and Achievements:**

* Awardee of **Japanese Merit and Need-Based Scholarship** for Master’s in Public Policy at FJWU, Rawalpindi (Feb 2008-2010).
* Received **Merit-Based Laptop Award** by CM Punjab.
* **Certifications:** Recruiting, Hiring, & Onboarding Employees – *University of Minnesota through Coursera.*

**SKILLS AND COMPETENCES**

* Strong research skills and experience in research writing.
* Ability to conduct quantitative analysis and familiarity with qualitative data analysis.
* Excellent written and oral communication skills.
* Proficient in using various research software and tools (*SPSS, E-Views, Excel, Database Management, Concepts Medical Suite Software*).
* Ability to work independently and in teams.
* Detail-oriented with strong organizational and time-management skills.

**RESEARCH INTERESTS**

Generative AI, Knowledge Management, Emerging Technologies, Sustainability, Innovation, Personal Knowledge Management, Organizational Behaviour, and Leadership.

**REFERENCES**

**Assistant Professor**
**Dr. Muhammad Saleem Sumbal**
*The Hong Kong Polytechnic University*
E-mail: saleemkhan.sumbal@polyu.edu.hk

**Dr. Gulen Hashmi**
*Glasgow School of Business and Society*
E-mail: gulen.hashmi@gcu.ac.uk