

LUBNA MAQBOOL KHAWAJA

CONTACT DETAILS

W/O:	M. Junaid khan	Phone:	(966) (050) 8115291
DOB:	Feb 23, 1977	E-Mail:	kulubna@yahoo.com
Gender:	Female	NIC:	42101-3505359-6
Address (C):	C/O Manzil Abdul Kareem Zaid Near Makteb Hayya Amar Bil Maroof Nahi Anal Munkir, Tareeq Malik Fahad, Al-Khaldyah Al-Mithnab, Al-Qassim Kingdom of Saudi Arabia.	Address (P):	C/O Itihad cloth, Madina Market Near Neelum cinema Muzaffarabad Azad Jammu & Kashmir. Pakistan.

PROFESSIONAL EXPERTISE

1. Masters in Computer Sciences, University of Karachi, Karachi. Pakistan
2. More than 7 years' experience of teaching in different institutes & colleges and 1.6 year in university of Azad Jammu and Kashmir, Muzaffarabad.
3. Practical experience in Project Management including Project Planning, Implementation, Monitoring etc.
4. Strong skills in designing, testing and implementing projects, a dedicated team lead/player with excellent listening, communication and interpersonal skills, ability to manage time, set goals, prioritize projects and get the required results in short
5. Complete understanding of Software Engineering, System Analysis, Computer Networks, Data communications, Data Structures & Algorithms, Internet Programming, Operating System, Artificial Intelligence, Process Modeling, Software Project Management, Programming Languages and Relational Database Management System.

ACHIEVEMENTS & DISTINCTIONS

1. The web-portal for GoAJK www.ajk.gov.pk updated and managed on daily basis.
2. Six Information Technology Projects were launched at AJK Information Technology Board to implement the Mass IT Plan.

REFERENCES:

1. Dr.WajidazizLoun, Chairman, Department of Computer Science and Information Technology, Azad Jammu & Kashmir University, Muzaffarabad.
Contact: (92) (5822) 960488 / Kh_wajid@yahoo.com
2. Sheikh. Faisal Shehzad, Director finance, Mirpur University of Science and Technology, Azad Jammu & Kashmir University, Mirpur.
Contact: (92) (333) 5870839 / sfshahzad@hec.gov.pk

PUBLICATIONS:

A final thesis on “Inventory Control System ” of Gul Ahmed Textile Mills Ltd. This is the Database software for controlling the inventory system so that end user can insert, update, delete and manage records according to their requirement.

LANGUAGES:

Language	Read	Write	Speak	Understand
English	Easily	Easily	Easily	Easily
Urdu	Easily	Easily	Easily	Easily

ACADEMIC QUALIFICATIONS:

Degree Name	MS
Level Attained	MPhil scholar (continue)
CGPA	---
Institute	Azad Jammu & Kashmir University
Address	Department of CS & IT, AJK University, Muzaffarabad, Azad Kashmir
Session	2013 – 2015
Majors	Advanced Computer Networking, Advanced Computational theory, Advanced Operating systems, Advanced Computer Architecture

Degree Name	MCS
Level Attained	Masters Degree
CGPA	3.47
Institute	Karachi University
Address	Department of Computer Science, Karachi University, Karachi, Pakistan
Session	2002 – 2004
Majors	Networking, Data structures, Operating systems, Computer Architecture

Degree Name	PGD
Level Attained	Diploma (Computer Programming and Statistics)
Division	1 st
Institute	Karachi University
Address	Department of Computer Science, Karachi University, Karachi, Pakistan
Session	2000 – 2001
Majors	Computer Programming and Statistics

DIPLOMA/CERTIFICATIONS:

Degree Name	Webpage Designing
Level Attained	Certificate Course
Division	1 st
Institute	Technical Training Center For Women
Address	TTCW Trade Testing Board, Karachi, Pakistan
Session	2000
Majors	Internet Programming, HTML, DHTML, Frontpage , Photoshop, Flash
Degree Name	DIT
Level Attained	Diploma In Information Technology
Division	1 st
Institute	Technical Training Center For Women
Address	TTCW Trade Testing Board, Karachi, Pakistan
Session	1998-1999
Majors	Programming Language, Database System,MS-Office, Internet, e-mail

EXPERIENCE DETAILS:

Institute Qassim University of Kingdom of Saudi Arabia ,Al Qassim
Title Educationist
Role Lecturer
Tenure October 2013-to date
In the Department of Computer Sciences working as a full time lecturer.

Description

Institute The University of Azad Jammu &Kashmir,Muzaffarabad
Title Educationist
Role Research Associate
Tenure March 2012-September 2013
In the Department of CS &IT working as a full time lecturer (morning and evening)as well as member of examination committee.

Description

Institute The University of Azad Jammu &Kashmir,Muzaffarabad
Title Educationist
Role Visiting lecturer
Tenure October 2011-Feb 2012

Description

In the Department of Chemistry AJ&K University working as a visiting lecturer of Applied Computer, and Computer in business

Institute

The Paragon Secondary School and Collage Chaklala Scheme III ,
Rawalpindi

Title

Educationist

Role

Computer instructor

Tenure

September 2010-September 2011

Description

In this well known organization, working as a lecturer of Computer Sciences and Technology and gave 100% result.

Institute

Govt. Post Graduate College for boys, Muzaffarabad, AJK, Pakistan

Title

Educationist

Role

Lecturer

Tenure

January 2006-September 2010

Description

In the Department of Commerce and Business Administration working as a lecturer of Computer in business.

AJK Information Technology Board Muzaffarabad, Azad Jammu & Kashmir
Dec 2004 – Nov 2005

Assistant to Project Manager (IT)

- Assistant to Project Manager Information Technology Department of GoAJK in implementation of Mass IT Infrastructure projects worth more than 80 million rupees.
- Responsible for designing new Projects and get approved from relevant forum i.e. CDWP.
- Responsible for managing project financial accounts, issuance of releases and preparation of expenditure statements.
- Ensuring compliance of formalities and Government rules of business during implementation of the project.
- Maintaining project related database, Correspondence with GoAJK, concerned departments and agencies.

PROJECTS IN ACCOUNT:

Company	AJK Information Technology Board
Title	Establishment of Computer Labs in 45 Govt. High School of District H.Q's in AJK
Role	Prepare physical and financial reports.
Tenure	Dec-2004 To Date
Description	It aims at The Establishment of Computer Labs at 45 Government High School at District Headquarters in Azad Jammu & Kashmir for the training of approx 4800 students in two years in various prescribed IT fields.

Company	AJK Information Technology Board
Title	IT Training For Govt. Employees Phase-I
Role	Prepare physical and financial reports.
Tenure	Dec-2004 To Date
Description	It aims at The Establishment of Two IT Training Institutes At Divisional Headquarters in Azad Jammu & Kashmir for the training of approximately 6500 government employees in three years in various prescribed IT fields.

Company	AJK Information Technology Board
Title	Establishment of Computer Labs in 47 Inter Colleges of AJK
Role	Prepare physical and financial reports.
Tenure	Dec-2004 To Date
Description	It aims at The Establishment of Computer Labs at 47 Government Inter Colleges in Azad Jammu & Kashmir for the training of approximately 3000 students in two years in various prescribed IT fields. This project has to be outsourced to the private sector that will establish the 47 Inter Colleges.

Company	AJK Information Technology Board
Title	Computerization of Arm Licenses, Domicile, State Subjects and Complaint Management System
Role	Prepare physical and financial reports.
Tenure	Dec-2004 To Date
Description	As part of the E-Government program, AJK IT Board undertaking automation of Deputy Commissioner's Office at all districts in AJK. The following services will be automated: i. Domicile Certificate issuance ii. Arm Licenses iii. State Subject iv. Complaint Management System

Company	AJK Information Technology Board
Title	Establishment of Seven Computer IT Training Institutes in Azad Jammu

	and Kashmir
Role	Prepare physical and financial reports.
Tenure	Dec-2004 To Date
Description	A number of IT projects have been initiated and executed by the AJK InT Department. “The Establishment of Seven Training Institutes at District Headquarters in Azad Jammu & Kashmir”, is one of the most important project of 74.8 million Pak rupees among others, for realization of a basic objective of IT Master Implementation Plan namely; Computer Mass Literacy. The project is basically a sub component of IT Master Implementation Plan of AJK Government. It aims at The Establishment of Seven IT Training Institutes at District Headquarters in Azad Jammu & Kashmir for the training of approximately 9800 youths in four years in various prescribed IT fields. The project is in the implementation Phase.

Company	AJK Information Technology Board
Title	Strengthening of IT section in Information Department of AJK
Role	Prepare physical and financial reports.
Tenure	Dec-2004 To Date
Description	It aims at The Establishment of IT cabins in the premises of different offices of Information Department and provides them data entry operators that manage the information preceding digitally.

ACADEMIC PROJECTS:

Company	Gul Ahmed Textile Mills LTD
Title	Inventory Control System
Role	Programmer
Tenure	3 rd -4 th Semester
Description	A Project on Inventory Control System where worked as a programmer by using MS SQL server 2000 (Back end) and Visual Basics 6(Front end) and MS Project for task scheduling, Pert chart, Gantt chart and Network diagram

Company	Dow Medical Collage
Title	Computerization of Account Department
Role	System Analyst
Tenure	1 st - 2nd Semester
Description	A project on Computerization of Account Department where worked as a System Analyst and performed the following task i.e. Cost Estimation, Feasibility Assessment, Process Modeling