

Curriculum Vitae
Dr. Sarwat Jamila

Present

- **Assistant Director [Academic Coordination]** at Department of Politics and International Relations at Female Campus, IIU.
- **Adjunct Faculty** at Centre for Teaching Arabic Language [CTAL] Female Campus. Teaching Arabic language and linguistics to graduate and under graduate students drawn from faculty of Arabic, Shariah and Law and Uslulddin.

Academic Qualification

Ph. D - Arabic Literature from International Islamic University, Islamabad with CGPA 3.5/4. Thesis on “*Seerah for kids: literature review [1975 – 2010], a comparative study of artistic prose in Arabic and Urdu languages*”.

Research work

- A research article titled *النثر الفني في السيرة النبوية للأطفال دراسة مقارنة فنية بين العربية والأردية* was published in Bi-Annual HEC recognized research journal “Al-Adwa” of Sheikh Zayed Islamic Centre, University of the Punjab, Lahore. [Vol. 32 Issue. 47, 2017: ISSN-1995-7904, Category “Y”]. Published article can be accessed on URL: http://pu.edu.pk/images/journal/szic/PDF/6-Arav32_47_17.pdf
- A research article titled *أدب الأطفال عند شوقي و إقبال (دراسة مقارنة)* was published in HEC recognized Bi-annual research journal “Al-Adwa” of SZIC, University of the Punjab, Lahore. [Vol. XXIII Issue. 15, 2005: ISSN-1995-7904, Category “Y”]

Experience - Teaching

Visiting Faculty

SZIC - University of the Punjab, Lahore

Taught courses to MS and BS[Hons] in *Usul-e-Hadaith, Usul al-Fiqh*, Social Thought and Research Methodology during September 2005 to June 2008 at Sheikh Zayed Islamic Centre, University of the Punjab, Lahore

Experience - Administrative

Assistant Director [Admin]

- Worked as **Assistant Director** [BPS-17], Admin Section at Female Campus, International Islamic University, Islamabad. The job description included: overseeing working of multi-disciplinary staff at the female campus.

- The job also involved performing secretarial duties, preparing minutes of meetings, writing memos, furnishing demands and handling students' related disciplinary matters in consultation with Vice President, FC.

Assistant Director [Academic Coordination]

- Served as **Assistant Director** [Academic Coordination] at Faculty of Arabic for eight years. The job included maintaining liaison between faculty of Arabic and Dean's office on day to day basis to abreast them about academic activities namely by overseeing the implementation of time table, conducting mid-term and final examinations, holding of viva voce examinations and coordinating with external/internal examiners.
- In addition to day to day tasks, I was specially commissioned by Dean's office to check plagiarism in the MS and PhD thesis of students before viva voce examination with the help of HEC recommended "TURNITIN" software and submit its report to examination section. Since my transfer to admin section this task is now being performed by the Dean's office.
- As **Focal Person** for students' activates during [2012-2014] helped in holding annual co-curricular activities at the university Cultural Week.

Conferences, Seminar attended/organized

- Attended an International conference on "*Problems of Quran's translations in the Sub-Continent*" jointly organized by Islamic Research Institute and Department of Translation and Interpretation, Faculty of Arabic, Department of Tafsir and Quranic Sciences, Faculty of Islamic Studies in collaboration with Higher Education Commission, Islamabad, Government of Pakistan held on April 29-30, 2013.
- Participated in a three-day Seminar on "*Human Rights Mass Awareness and Education*" held at Secretariat Training Institute, Establishment Division, Government of Pakistan, Islamabad between 23-25 November, 2009.
- Attended one-day "*Third National Conference on Children Literature 2018*" under the aegis of *Academy Adbiyate Atfal, Pakistan* at Pearl Continental Lahore on 13 May 2018.
- Was awarded a certificate of commendation by President, International Islamic University, Islamabad for extending help in **organizing** an International Conference on "*Role of Islamic Universities in teaching of Arabic to non-Native Speakers*". The conference was organized on 06-07 March, 2017 by faculty of Arabic, IIU in collaboration with Higher Education Commission, Islamabad.

Courses Attended

- Successfully completed four days *Induction Training Course for Faculty of IIU* under the auspices of Institute of Professional Development. The was held between 09-12 July 2012 at Faisal Mosque auditorium, Islamabad.

- Completed two-day “*Training of Presiding Officers and Senior Presiding Officers – GE 2018*” jointly organized by Election Commission of Pakistan and United Nations Development Program [UNDP],

Professional Honor

Conducted complete Quran session for faculty, students and staff members of the International Islamic University, Islamabad during Holy month of Ramadan for five consecutive years. The session was conducted with textual study of Quran coupled with its translation sharing brief summary of subjects discussed in the Divine book.

Computer Proficiency

Excellent command over **Windows** with proven-track record of working on the applications namely; **Word Processing: Word** [English and Arabic], **InPage** [Urdu] **Spreadsheets: Excel; Presentations: PowerPoint; Image Editing: Photoshop; Email: Outlook; Browsing: Google Chrome and Firefox.**

Language Proficiency

English, **Arabic**, Urdu and Punjabi (Excellent both in terms of writing and speech). Functional knowledge of *Saraiki*.