

Rabia Siddiqui

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Personal Details

Gender : Female
Nationality : Pakistani
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Career Objective

To obtain position with an environment that complements my strengths where I can prove myself beneficial and grow professionally.

Career & Experience

2010 – To date **NED University of Engineering and Technology, Karachi.**

Asst. Professor Department of Industrial and Manufacturing Engineering.

- Taught Undergraduate Courses.
- Lab-Incharge (CAED)
- Member of the team working for the PEC accreditation.

2006 -2010 **NED University of Engineering and Technology, Karachi.**

Lecturer Department of Industrial and Manufacturing Engineering

- Taught Undergraduate Courses.
- Lab-Incharge (CAD/CAM)
- Conducted software trainings (Auto-CAD/Ansys)

2012 – to date **NED University of Engineering and Technology, Karachi.**

Class Advisor Department of Industrial and Manufacturing Engineering.

- Preparing time table for the classes(Spring/fall semester)
- Dealing with/provide proper guidance to students about scholarships (Merit/Need basis).
- Provide accurate and consistent information to the students.
- Clarify program requirements, policies and procedures.
- Assist students in summer/winter internship program.
- Arrange Industrial visits.
- Collecting student's online feedback for the course teachers in collaboration with Quality Management Cell (QMC).

- Being a class advisor perform duty of factotum during examination that involve receiving question papers, script sheets and other related documents from representatives of Controller of Examinations and ensuring peaceful conduct of examinations.
- Inform and, if necessary, refer students to other institutional resources when academic, attitudinal, attendance, or other personal problems require intervention by other professionals. (e.g., Office of Academic Development, Academic Services, Personal Counseling, etc.
- Follow-up with the students on any report of unsatisfactory work (notice of class probation for poor attendance, notice of failing grades, incomplete grades from past semester(s), etc.).

**2016
Warden
(NED Girls Hostel)**

NED University of Engineering and Technology, Karachi.

- To supervise for the smooth running of the hostels, messes and other facilities within the hostel.
- To plan for up gradation and maintenance of Facilities in the hostels.
- To ensure security of the students by coordinating with the security officer and staff.
- To perform any other responsibility assigned by the management
- Available for “on call - duty” whenever required, which provides emergency cover in the evenings and weekends.
- Establishing and maintaining appropriate social contact with students.
- Providing relevant information about the students whenever it is required.
- Offering appropriate first aid support when needed.

**Summer Semester
Coordinator,2017**

NED University of Engineering and Technology, Karachi.
Department of Industrial and Manufacturing Engineering.

- Provide Assistance to students in pre-registration/registration schedule, drops/adds, withdrawals, graduation requirements, etc.).
- Proactively contact and be available for student advisees on a regular basis.

**2013-14
Sports Coordinator (Girls)**

NED University of Engineering and Technology, Karachi.

- Assist/Encourage sports teams and to support the coaches of those teams.
- Coordinate training and selection trials for teams, and inform students when these events will be taking place.
- Ensure that events and student absences due to sporting commitments are communicated as early as possible so that teachers may plan for classes.
- Responsible for making annual report showing the complete status of co-curricular activities.

Qualification

Academic qualifications:

2006-2008 **Masters in Industrial & Manufacturing Engineering**
 NED University of Engineering and Technology
 Cumulative GPA:3.90

2002-2005 **Bachelor of Industrial & Manufacturing Engineering**
 NED University of Engineering and Technology
 Secured 2nd position in BE (Aggregate 84%)

Computing softwares skills:

Modeling and simulation: Solid Edge (v12), AutoCAD, Pro-E (wildfire – 3), ANSYS.

Science and Mathematical: Minitab, MATLAB, POM for windows, C++

Research Interest:

- Quality Engineering/Management.
- Computer-aided design (CAD) and computer-aided manufacturing (CAM)
- Optimization of machining processes.
- Modeling and optimization using FEA(finite element Analysis)

Teaching and Trainings

Taught and teaching the following undergraduate courses

- Industrial Quality Control
- Finite Element Analysis
- Element of Machine Dynamics and Design
- Industrial Engineering
- Methods Engineering
- Thermodynamics
- Computer Programming & Drafting
- Machine Design
- Metrology & Quality control

Trainings “

- “Productivity Tool 5S & Kaizen Management” National Productivity Organization, Karachi, Pakistan2004
- Business Process Simulation using Witness by NEDUET and PPQP-2012

Awards and Accomplishments

GOT POSITION IN ALL FOUR YEARS OF B.E.(Got merit scholarship in all four years of Bachelor’s Degree)

- | | |
|---------------|--------------------------------|
| • FIRST YEAR | 3 RD POSITION (78%) |
| • SECOND YEAR | 2 ND POSITION (85%) |
| • THIRD YEAR | 3 RD POSITION (81%) |
| • FINAL YEAR | 2 ND POSITION (88%) |

Languages

- Fluency in English and Urdu.

Memberships and Affiliations

- Institute of Engineers Pakistan (IEP).
- Pakistan Engineering Council (PEC).