

NAJIA NAVEED

Lecturer (EED)

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Objective:

I intend to earn myself a challenging career working for progressive organization, contribute efficiently to its growth through developing my professional skills and build a long term career with opportunities for career growth.

Education:

Qualification	Year	Institute	Percentage
ME-ELECTRICAL POWER SYSTEM	2016	NEDUET	3.85 CGPA
BE-ELECTRICAL	2007	NEDUET	77%
H.S.C	2003	St. Josephs College for Women	80%
S.S.C	2001	Brilliant Career School	87%

Professional Experience:

- Currently working as a **Lecturer** in **NED UNIVERSITY OF ENGINEERING AND TECHNOLOGY** since 18th July, 2016

Courses taught:

- Basic Electrical Engineering
- Circuit Analysis
- Electrical Machines
- Alternate Energy Systems

Administrative responsibilities:

- Working as a Committee Member in the departmental FYP Committee under OBE System
 - Performed duties as Program Committee Member in 2nd International Electrical Engineering Conference (IEEC) held on 19th - 20th May 2017
 - Performed duties as Program Committee Member in 3rd International Electrical Engineering Conference (IEEC) held on 9th - 10th Feb 2018
- Worked as an **Assistant Project Engineer in FND (Fahim, Nanji and Desouza) Consulting Engineering Firm** on design of LV Distribution system on different projects in 2008

- Four weeks internship experience at **PIA (Pakistan International Airline)** in Engineering Department in 2006. During this period, I was assigned to the following areas of work:
 - Instrument Overhaul Shop
 - Radio Overhaul Shop
 - Electrical Overhaul Shop
 - Boeing & Airbus Line Maintenance Hangers

Final Year Project:

Topic: Design & Construction of Automatic Voltage Regulator

Membership:

- **Registered Engineer-PEC** (Pakistan Engineering Council)
 - PEC REG #: ELECTRICAL/23928
- **Member- IEP** (Institute of Engineers Pakistan)
 - REG #: KCM-5831

Conferences and Seminars:

- Attended Seminar of Karachi Youth Career as a Guest Speaker at Arts Auditorium in University of Karachi on 4th Nov, 2017
- Attended 3rd International Electrical Engineering Conference (IEEC-2018) held on 9th and 10th February, 2018 at IEP Centre Karachi
- Attended 2nd International Electrical Engineering Conference (IEEC-2017) held on 19th and 20th May, 2017 at IEP Centre Karachi
- Attended International Conference on Computing, Electrical & Electronic Engineering (ICEEEE 2017) held on 2nd & 3rd August, 2017 at Expo Centre Karachi

Trainings:

- Conduct trainings on “Outcome Based Education (OBE)” in Electrical Engineering Department, NEDUET
- Attended Effective Teachers Training organized by Quality Enhancement Cell (QEC) at NED University, Karachi.
- Attended training program titled as “Importance of feedback analysis” organized by Quality Enhancement Cell (QEC), at NED University, Karachi.
- Attended a two days training on “Understanding of Protection and Controls” conducted by Expert of ABB, held at Control Lab of Electrical Engineering Department

Final Year Projects as Supervisor:

- Cost Effective Electric Power Train
- Design and Fabrication of Pulsed Eddy Current Testing
- Protection Coordination of Hub Power Plant on ETAP Software

Software:

- MS-Office
- MATLAB
- BASIC TURBO C
- BASIC ETAP
- PLC

Soft Skills:

- Time management, team work and decision making are key skills
- Ambitious and efficient and like to do my tasks with eagerness
- Good presentation and Communication skills

References:

Ms. Samiya Zafar

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Electrical Engineering Department
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Dr. Muhammad Mohsin Aman,

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