

Dr. MADIHA SADIQ

PERSONAL INFORMATION

Father Name: Muhammad Sadiq
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Nationality: Pakistan
Permanent Address: House No. 1024, Street No. 05, Sector G-14/4, Islamabad.

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Date of Birth: October 03, 1985

OBJECTIVE

To pursue a demanding Role within a dynamic organization with the approach to take up responsibilities to accomplish organizational goals where in my skills and potentials are being utilized to the maximum; alongside focusing on the scope of enhancing my personal skills & gaining maximum knowledge during my tenure to contribute to the growth of the organization.

EDUCATIONAL HISTORY

- **Ph.D** 1st Division (92% Marks)
2019 International Islamic University, Islamabad.
- **M.Phil** 1st Division (89.78% Marks)
2013 International Islamic University, Islamabad.
- **M.A Arabic** 1st Division (89.2% Marks)
2010 Punjab University, Lahore.
- **B.A** 1st Division (72.13% Marks)
2005 Punjab University, Lahore.
- **F.Sc (Pre-Medical)** 1st Division (64.91% Marks)
2003 Board of Intermediate and Secondary Education, Islamabad.
- **Matriculation (Science)** 1st Division (81.76% Marks)
2001 Board of Intermediate and Secondary Education, Islamabad.

EXPERIENCE

- **Assistant Professor** in Faculty of Arabic, International Islamic University Islamabad, Pakistan from 10th July 2024 to date.
- **Lecturer** in International Islamic University Islamabad, Pakistan from August 2018 to 10th July 2024.
- **Incharge Program (M/F) CTAL, FOA, IIUI** from 23 June 2022 to date.
- **Coordinator Center of Teaching Arabic to Non-Natives Female Campus, FOA, IIUI** from 29 July 2021 to 23 June 2022.
- **Teaching Research Associate** in International Islamic University Islamabad, Pakistan from January 2011 to August 2018.
- **HEC Approved Supervisor.**
- **Focal person of CTAL.**
- **Supervision of Research Thesis.**
- **Evaluation of Research Thesis as External/Internal Examiner.**
- **2 Research Books published.**
- **16 Research Articles published in HEC Approved Academic Research Journals.**
- **Conducting Hifz Test in IIUI.**

- Member of Discipline Committee, Arabic Faculty, IIUI.
- Member of Examination Committee, Arabic Faculty, IIUI.
- Member of Synopsis Committee (Linguistic), Arabic Faculty, IIUI.
- Judge in Qirat and Naat Competitions.

CERTIFICATES OF MERIT

- **Distinction** in PhD Arabic IIUI, Islamabad.
- **Distinction** in MPhil Arabic IIUI, Islamabad.
- **First position** in M.A Arabic Punjab University, Lahore.
- **The Best Performance Award** in Tajweed, Tafseer & Tarbiyah short course organized by International Islamic University Islamabad, Pakistan.
- **First position** in Arabic Language Course (Diploma) organized by International Islamic University Islamabad, Pakistan.
- **First position** in Arabic Essay Writing Contest held by International Islamic University.
- **Second position** in Arabic Short Story Writing Contest held by International Islamic University.
- **Third position** in Arabic Calligraphy Contest held by International Islamic University.
- **Second position** in Cultural Stall (Egypt) in 26th Cultural Week 2014 IIUI.
- **Certificate of Appreciation** for Cultural Stall (Saudi Arabia) in 30th Cultural Week 2018 IIUI.
- **Certificate of Participation as Member of Discipline Committee** in Arabic Language Quiz Competition Nov 2015, IIUI.
- **First position** in Urdu Speech Contest (senior group) held by Sirat Society Islamabad.
- **Third position** In English speech contest held by government of Pakistan Establishment Division Staff Welfare Organization.
- **Roll of Honor** awarded for bachelors of Arts session 2003-2005 examination of the University of the Punjab.
- **Distinction** in Quranic Arabic course organized by International Islamic University Islamabad, Pakistan.
- **Scholarship holder** in Primary and Middle Standard Examination of the Federal Education System Islamabad.

ACCOMPLISHMENT AND TRAINING

| Conference Title | Organizer | Venue | Date |
|---|------------------|----------------|-------------------|
| Arabic Teachers Training Course held by Faculty of Arabic | IIUI | IIU, Islamabad | Oct 04-21, 2010 |
| International Interdisciplinary Conference | IIUI | IIU, Islamabad | Nov 26-27, 2010 |
| Role of Muslim Women in Society | IIUI | IIU, Islamabad | Nov 29 to Dec 20, |

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|--|--|----------------------------------|--|
| | | | 2010 |
| Professional Competency Enhancement Program for Teachers | HEC | AIOU, Islamabad | Sep 12 to Oct 01, 2011 |
| 24 th Islamic Orientation program for teachers (School, colleges, universities) | Dawah Academy, IIUI | IIU, Islamabad | Oct 12-25, 2011 |
| Management Information System & E-Commerce | Establishment Division, GOP, Islamabad | Secretariat Training Institution | Oct 17-21, 2011 |
| Software for Qualitative Research | IIUI | IIU, Islamabad | Apr 14, 2012 |
| Child Care in Islam | Dawah Academy, IIUI | IIU, Islamabad | Apr 16-20, 2012 |
| Induction Course for Faculty IIUI Training Course | IIUI | IIU, Islamabad | July 09-12, 2012 |
| 1 st Islamic & Professional Course for new faculty of IIUI | Dawah Academy, IIUI | IIU, Islamabad | July 13-19, 2012 |
| Teaching Translation & Interpretation Theory, Practice & Challenges | HEC | IIU, Islamabad | Sep 03-07, 2012 |
| Teaching Translation & Interpretation Theory, Practice & Challenges | IIUI | IIU, Islamabad | Sep 10-14, 2012 |
| Translator in "International Women Conference" | IMWU, Riphah International University, Iqbal international Institute for Research & Dialogue | IIU, Islamabad | Nov 28-29, 2013 |
| Professional Development Program For University Teachers(Communication Skills) | IIUI | IIU, Islamabad | Jan 22-24, 2014 |
| Islamic Orientation Program For Lawyers "Family Law In Islam". | Dawah Academy, IIUI | IIU, Islamabad | Jan 27-31, 2014 |
| Professional Development Program For University Teachers(Andragogical Skills) | IIUI | IIU, Islamabad | Mar 1-3, 2016 |
| Role Of Islamic Universities In Teaching Of Arabic To Non Native Speakers. | IIUI, HEC | IIU, Islamabad | Mar 6-7, 2017 |
| 2ND INTERNATIONAL SEERAT CONFERENCE | HEC, GCWUF | GCWUF | Jan 9-10, 2018 |
| Islamic Orientation Program for Teachers of IIUI. | Dawah Academy, IIUI | IIU, Islamabad | Jan 23-25, 2018 |
| Arabic Language Teaching Skills, Articulation And Linguistic Formulation. | King Abdullah Bin Abdul-Aziz Int'l Center For The Arabic Language | IIU, Islamabad | 30 th April to 3 rd May 2018 |
| Tajweed, Tafseer & Tarbiyah short Course | House of Muneera for | IIU, Islamabad | Sep to Dec, |

| | | | |
|---|---|-----------------|---|
| | Memorization of Al-Quran Al-Kareem & its Sciences | | 2018 |
| International Conference on Comparative Arabic Literature | AIOU | AIOU, Islamabad | Nov 21 st - 22 nd , 2019 |
| 3 rd International Conference “Da’wah in Contemporary World” Principles, Methodologies, Challenges and Solutions | Da’wah Academy, IIUI | IIU, Islamabad | Dec 4-5, 2019 |
| “Academic Proposal Writing Techniques (Social Sciences)” | Sindh Innovation, Research, and Education Network (SIREN) at LEJ, ICCBS, University of Karachi. | online | Oct 23rd, 2020 |
| 1 st International online program for Writers | Da’wah Academy, IIUI | online | 18 th Feb – 25 th March, 2022 |

KEY ACHIEVEMENTS

- Ability to successfully deliver lectures to the crowd.
- Ability to achieve the assigned targets under strict time lines.

KEY RESPONSIBILITIES

- Independent handling of assignments (i.e. management of assignments include; planning, resource identification and management, review of task performed by team members.
- Coordination with teachers to carry out big tasks smoothly by sharing resources and information.

COMPUTER SKILLS

Experience obtained at International Islamic University Islamabad

- Good working knowledge of Microsoft (MS) windows, MS word and MS power point.
- Internet and email
- Computer software installation.

LANGUAGES

- Urdu
- Arabic
- English

REFERENCES

1. **Prof Dr. Hafiz Muhammad Bashir** Dean Faculty of Arabic IIUI.
2. **Dr. Zaitoon Begum** Director Female campus, IIUI, Associate Prof. Faculty of Arabic IIUI.