



Saad Jamal Jan

Program Cordinator & Lecturer in UCI HND Art & Design (Fashion & Textile)

Rawalpindi, Punjab, Pakistan

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Links

[LinkedIn](#)

Languages

English (Work Proficiency)

Urdu (Fluent)

About

Extensive knowledge of Pattern Making, Drapping, and Sewing. I am proactive, highly motivated, dedicated and I take the initiative for any task that needs to be done.

BRANDS WORKED WITH

Alam Travels

Comwave Institute

IRK Films

Paragon Clothing Company LLC

Qamash

Sybrid Private Limited - A Lakson Group of Company

Universal College Islamabad

Zari Khussa Mehal

Zarsaya

Experience



● Visiting Lecturer

Comwave Institute | Feb 2023 -

- Assisting in developing and implementing various courses.
- Planning and preparing a structure of lecture series.
- Examining various coursework contents.
- Preparing and presenting lectures on existing and new courses.
- Helping students with academic and career choices.
- Defining assessment methods.
- Evaluating students' performance and providing constructive feedback.
- Reviewing and finding ways to improve the learning environment.
- Building and maintaining long-term relations with students.
- Helping students identify their strengths and to work on their weaknesses.
- Designing extra-curriculum learning activities.

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● Lecturer

Universal College Islamabad | Nov 2022 -

- planning teaching, including lectures, seminars/tutorials and learning materials
- meeting students individually to discuss progress
- checking and assessing students' work
- pursuing research
- interviewing potential students
- carrying out administration, such as attending faculty meetings and writing reports
- writing research proposals, papers and other publications



● Program Coordinator

Universal College Islamabad | Nov 2022 - Nov 2022

Maintains academic quality and departmental vitality through the oversight, recruitment, and retention of faculty, staff, and students. Ensures smooth daily operation of the departments faculty, staff, and physical facilities and schedules. Coordinates the departments schedule of course offerings. Manages the departmental budget and physical and technological facilities. Involves faculty and other stakeholders in broad decision-making and planning. Communicates information concerning policies, decisions, procedures, and activities to the department. Attracts and maintains a distinguished and diverse faculty, staff, and student body. Supports and develops the vision, mission, and future goals of the department and the university. Fosters positive morale and cohesiveness throughout the department. Mentors and guides faculty so that they

may better mentor students, set scholarly goals, investigate creative interests within the field, and accomplish professional goals. Teaches classes as needed. Advocates for and supports the university through extracurricular activities including, but not limited to, open houses and graduation ceremonies. Performs other related duties as assigned.

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- **Product Designer (Search & Innovation)**

Sybrid Private Limited - A Lakson Group of Company | Oct 2021 - Jul 2022

I used to innovate and search for innovation potential, e.g. on the basis of markets, trends, product categories. Search fields channel idea generation and ensure that all innovation activities conform to the corporate strategy and support it. Search fields should be precise enough to allow a concrete orientation of the search for ideas. At the same time, however, they should also be defined broadly enough to encourage the search for innovative, creative solutions. Search fields should represent a bridge between strategic planning and generation of operational ideas.

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- **Menswear Designer**

Paragon Clothing Company LLC | Aug 2021 - Feb 2022

Develop a pattern that is cut and sewn into sample garments and supervise the creation of these, including fitting, detailing and adaptations. oversee production. negotiate with customers and suppliers. showcase your designs at fashion and other trade shows.



- **Wardrobe Manager**

IRK Films | Feb 2021 - Aug 2021

Wardrobe manager help to make, find and look after the clothing and costumes used in theatre, film and television productions. As a wardrobe manager, My work includes. Looking after the costumes between takes or scenes. Looking continuity of actors.

- **Embroidery and Embellishment designers**

Zari Khussa Mehal | Nov 2020 - Apr 2021

- **Freelance Fashion Designer**

| Apr 2018 - Oct 2021



- **Account Manager**

Alam Travels | Aug 2016 - Dec 2019

Manage all accounting transactions, Prepare budget forecasts, Publish financial statements in time, Handle monthly, quarterly and annual closings. Reconcile accounts payable and receivable. Ensure timely bank payments. Manage balance sheets and profit/loss statements Report on the company's financial health and liquidity Audit financial transactions and documents Reinforce financial data confidentiality and conduct database backups when necessary Comply with financial policies and regulations.

- **Fashion Designer**

Zarsaya | May 2016 - Jul 2016

Stitching Supervisor

RESPONSIBILITIES

- Responsible for new product development and execution as directed
- Responsible for supervision of production team
- Measure the quality of the production or stitch garments.
- Responsible to assist/manage cut to pack operations.
- Well Knowledge of production and reconciliation of garments in stitching as well as reconciliation of fabrics and accessories.
- Coordinate with the Head Office about the progress of stitched productions
- Coordinate with other team members (cutting team, planning team / marketing team).
- To ensure for the appropriate working environment for all employees of the stitching unit.
- Coordinate with stitching head for garment and made to measures.
- Issuance of the production order to stitching unit
- Follow up of production with stitching unit
- Prepare and maintain production reports.
- Develop and execute consistent operating procedures for customers
- To manage timely deliveries
- All other duties and functions as directed by the management.

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● **Internship**

Qamash | Oct 2012 - Feb 2013

Screens Making, Screen Printing and Print making.

Education & Training

2011 - 2015 ● **Iqra University Islamabad Campus**

Bachelor in Fashion Designing (BEd),

2009 - 2011 ● **Jinnah Institute Of Informatics & Commerce**

Intermediate,

1996 - 2009 ● **Happy land high school**

Matric,