

AHLAB MARY

Contact

☎ 03344846871

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📍 Rawalpindi , Pakistan

Expertise

- Technology Proficiency like Microsoft (Excel Word, Power Point, Adobe Photoshop & illustrator)
- Communication skills (verbal and written)
- Teamwork and collaboration
- Problem-solving and critical thinking
- Time management and organization
- Adaptability and flexibility
- Leadership and management skill

Language

English (Good)

Urdu (Good)

About Me

Dedicated and detail-oriented professional with a Bachelor's degree in English Literature and two years of experience as a Senior Processing Officer in an education consultancy firm. Adept at managing and processing educational data, coordinating with stakeholders, and ensuring the smooth operation of educational programs. Strong analytical skills, coupled with a deep understanding of the educational landscape, enable me to develop and implement effective strategies that enhance learning experiences. Committed to fostering an inclusive and supportive educational environment, I am eager to contribute my expertise and passion for education

Experience

Senior Processing Officer

2022 - 2024

Organization:

Vicpak Consultancy Services

- Guided clients through the visa application process, ensuring accuracy and efficiency in completing required forms and gathering supporting documents.
- Reviewed and processed student applications for admission, ensuring completeness and accuracy of required information.
- Provided support and guidance to applicants throughout the admission process, addressing concerns and assisting with necessary documentation.

Certificates

Graphic Design Certificate

Jun2021 - Sept2021

From DigiSkills, Government of Pakistan

Creative Designing Course

Sept 2021 - Dec 2021

In **Erozgar** Training program

From Rawalpindi Women University

Education

Bachelor of English Literature

2017–2021

Studied Poetry & Drama, History of English Literature, Creative Writing, TEFL, Novel, Intro to Socio- linguistics

Institute:

National University of Modern Languages

Higher Secondary School Certificate

2013–2015

Intermediate in Computer Science

Institute:

Pakistani Askari School & College, Rawalpindi

Secondary School Certificate

2011 –2013

Matriculation with Science

Institute :

Federal Board of Intermediate and Secondary Education, Islamabad