

# Hafiza Hajra Ali

## Contact

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G-12, Islamabad

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## Languages

- Urdu
- English

## Other Info

**CNIC:**

37405-5770960-0

**Date of Birth:**

16 November, 1998

**Marital Status:**

Single

## Reference

Would be furnished on demand.

## Objectives

- To secure a position in an organization that would fully employ my personal skills, my experience as well as my academic training.
- Dedicated and focused individual with proven capability in administration and coordination seeks a position as an Administrative Assistant in an organization.
- Knowledge in office management and coordination, best practices and especially capable of handling high-volume tasks with an exceptional level of accuracy.
- Detail-oriented and highly motivated Artificial Intelligence student with a solid foundation in machine learning, data analysis, and computational algorithms.
- Proficient in Python, and various AI frameworks.

## Skill Highlights

- Project management
- Strong decision maker
- Complex problem solving
- Creative design
- Innovative
- Python

## Experience

- Two-years work experience as **invigilator** at BISE Rawalpindi.
- 4 months **Internship** in **Rapidev NSTP, NUST** Islamabad.

## Education

- **Associate Degree in Arts**  
2022  
**University of the Punjab, Pakistan**
- **ICS**  
2016  
**BISE Rawalpindi**

## Certifications

- **Hifz-e-Quran Pak**
- **Three (3)** month Diploma of **Computer Applications**. Also include computer hardware & software Installation, Internet, Printing, Microsoft Office, Adobe Photoshop and Inpage.
- **One (1)** year Diploma in **Office Management**. Also include Shorthand, Business English, Office administration & personnel management, Database Management.
- **Three** months Certificate in Artificial Intelligence & Robotics from NUST Islamabad.