

JANNAT AHMED

Mental Health Advocate | Dynamic HR & Project Management Professional

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EXECUTIVE SUMMARY

Adaptable and detail-oriented professional with a strong background in communication and customer service. Consistently excelled in dynamic environments by quickly acquiring new skills. Thrives in fast-paced settings with a keen attention to detail, ensuring precise execution of every task. Possesses a valuable blend of versatility and diligence, well-equipped to excel in any role.

PROFESSIONAL SKILLS AND INTERESTS

- Project Management
 - Practical Learning
 - Customer Service
- Communication Skills
 - Data Analytics
 - Professional Development

EDUCATION

FATIMA JINNAH WOMEN UNIVERSITY

Oct 2019– Jul 2023

Bachelor of Behavioural Sciences, 3.76 CGPA (Silver Medalist)

- Psychology, Sociology, Anthropology (Majors)

PROFESSIONAL SKILLS DEMONSTRATED

WOMEN ASCENSION

Sep 2024 – Present

It is an NGO that advocates for women's empowerment and focuses on SDGs with global outreach to 82 countries.

Human Resource Fellow

As a part of 16-week hands-on training in HR, I assisted the organization in various tasks.

- **Employee Recruitment:** Recruited 2 mentors, 1 speaker, and 1 country representative to enhance the organization's global network by 5%, expanding connections across 3 new countries.
- **Analytical Research:** Conducted 1 in-depth research project on HR leveraging social media for talent acquisition, identifying key practices and comparative analysis among organizations.
- **Employee Relations:** Facilitated communication between the HR team and employees or volunteers, addressing concerns and fostering a supportive environment, leading to a **20%** increase in engagement and satisfaction among team members.

CARE AND CURE WELLNESS CENTER

Jul 2024 – Oct 2024

Shazia Zahid Medical Center is a reputable healthcare facility. Its care and cure wellness center offers a range of treatments and diagnostic services for mental health problems.

Intern

As part of their advanced clinical psychology program, I learned in depth how to treat patients in the clinical setting.

- **Patient Communication:** Conducted **5** simulated patient interviews and role-plays, improving virtual communication skills and rapport-building techniques as measured by instructor feedback.

- **Therapeutic Techniques:** Practiced and demonstrated **6** evidence-based therapeutic methods, such as Guided Imagery and Behaviour Activation, in virtual settings, achieving a **90%** success rate during assessments.
- **Clinical Assessment:** Completed **1** detailed case assessment based on theoretical patient profiles, achieving a **95%** accuracy rate in diagnosis alignment with feedback from the supervising clinician.

COL-SKILLS FOR WORK PROGRAMME, FJWU

Sep 2023 – Mar 2024

*The Commonwealth of Learning (COL)'s **Skills for Work** initiative aimed at closing the skills gap for in-demand and high-demand jobs in Commonwealth Member States.*

Project Assistant

As a Project Assistant in the Skills for Work program, I coordinated and managed the COL office in Pakistan, focusing on workforce development initiatives.

- **Program Coordination:** Managed a diverse pool of **575** participants through recruitment, retention, and record-keeping processes across 3 platforms; Udemy, Courser, and Grow-with Google, resulting in a **95%** completion rate for the project.
- **Technical Assistance:** Provided technical support, resulting in a **30%** reduction in project downtime. Managed 3 chatrooms each containing **150-275** members while providing personalized assistance.
- **Data Analysis:** Analyzed participant data to generate quarterly reports, identifying key trends and areas for improvement that led to a **15%** increase in project efficiency and effectiveness.

SAAYA ASSOCIATION OF PEOPLE WITH DISABILITIES

Aug 2022 – Sep 2022

A non-profit and cross-disability association supporting PWDs, enabling them to realize their full potential for personal development and community involvement.

Intern

As an intern at Saaya, I contributed to their mission of supporting PWDs and making the community more inclusive for them. My responsibilities included:

- **Writing and Editing:** Researched and interviewed **2** individuals with disabilities, uncovering societal barriers and lack of inclusivity, leading to a compelling case study on one individual's journey.
- **Team Work:** Collaborated with team members to develop strategies for increasing awareness and advocacy for persons with disabilities in the workplace, resulting in a **30%** increase in understanding and empathy among employees.
- **Community Development:** Conducted presentations on the impact of societal attitudes towards people with disabilities, sparking conversations that led to a **15%** increase in organizations implementing accommodations for PWDs.

COURSES CERTIFICATIONS

AI For Everyone – DeepLearning.AI

Generative AI in Education – UNIVERSITY OF GLASGOW

Human Resources Analytics – UNIVERSITY OF CALIFORNIA, IRVINE

Introduction to Project Management – IBM

1 Month Internship Program – YOUNG PSYCHOLOGISTS SOCIETY

Presentation Skills: Designing Presentation Skills – TOMSK STATE UNIVERSITY

Project Management: The Basics for Success – UNIVERSITY OF CALIFORNIA, IRVINE

Prompt Engineering (3 Course Specialization) – VANDERBILT UNIVERSITY

Psychological Research (3 Course Specialization) – AMERICAN PSYCHOLOGICAL ASSOCIATION

Research Methodologies – QUEEN MARY, UNIVERSITY OF LONDON

Strategic Leadership: Impact, Change, and Decision-Making (4 Course Specialization) – DARTMOUTH

VOLUNTEERISM

Saba Trust Saba Homes – Neighborhood Community Worker: Taught English language to a class of 30 girls, assisted in record keeping of small donations made at the door, engaged girls in recreational activities of story writing and the importance of education. (Feb 2022)

Women Ascension – Community Outreach Intern: Advocated for WA for their work in SDG 5 (Gender Equality), collaborated with community members to increase 50+ votes for them in the *EUTech SDG Awards 2024*, and leveraged social media platforms to increase the number of members of Women Ascension. (Oct-Nov 2024)

SEMINARS AND CONFERENCES

ORGANIZER:

Breaking Barriers Through Diversity and Inclusivity – Conference: February 2024

Collaborative Partnerships in Strengthening Social Sciences – Conference: Addressing Indigenous and Global Challenges *Theme: Teaching & Research Pedagogy for Impactful Higher Education Institutions:* Member of Organizing; December 2022

Women's Property Rights & Harassment of Women at The Workplace – Seminar; 14th June, 2023

SEMINARS ATTENDED:

Anti-Drug Awareness Among Students in Collaboration with ANF

Civil Registration and Vital Statistics

Climate Health and Change – Webinar

Demonstration of MSS Youth application

Effectiveness of Behavioral Intervention on Pakistani University Athletes Concussion Reporting Behavior – Webinar

Food, Climate, and Circular Economy: Exploring the Intersections and Opportunities – Webinar

Organic Waste Management – Webinar

Psychological Profiling of Criminal Offenders – Workshop

Psychological Resilience and Islamic Model of Coping the Challenges of 21st Century Insight of Seerah

OTHER RELEVANT INFORMATION

Language: English Language; Level C1 (Certified)

Software Skills: Microsoft Suite, ChatGPT, Excel (Intermediate), SPSS, Canva