

MEHAK HAREEM

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To pursue an opportunity in a dynamic environment where I can leverage my theoretical knowledge and hands-on experience. I aim to support team success through strong problem-solving and task-prioritization skills while contributing to business growth by tackling diverse challenges and taking on necessary tasks.

Education

BS Software Engineering *Capital University of Science & Technology*

2020-2024

HSSC (Pre-Engineering) *IMCG F7/2 (Postgraduate) Islamabad*

2018-2020

SSC *IMCG F8/1 Islamabad*

2016-2018

Experience

Telesales Officer Intern *Landster Group of Companies*

October 2024 - Present

- Make outbound calls to potential clients
- Pitch products
- Set appointments
- Meet sales target
- Update CRM sheet
- Collaborate with sales team

UI/UX Intern *Addendum Services*

July 2023 - Sept 2023

- Gather Requirements
- Learn DevOps Methodology
- Develop front-end mock-ups
- Deployment on various platforms i.e. AWS free cloud server, 000webhost, profreehost, and infinityFree

Teacher's Assistant *The Spirit School*

June 2018 - July 2018

- Assisted Instructor
- Grade assignments

Volunteer In Service *Akhuwat Clothes Bank*

September 2022

Skills

- MS Office
- HTML/CSS/Javascript
- UI/UX
- Canva
- Web design & development
- Software architecture & design
- BPMN (Basic)
- DevOps: AWS, Git
- Unified Modeling Languages (UML)
- Team Lead
- Problem-solving
- Time Management

Achievements

- Deans Honor Roll Spring 2023 (Capital University of Science & Technology)
- Deans Honor Roll Spring 2022 (Capital University of Science & Technology)
- Certificate of Appreciation for Serving as a member of the Organizing Committee for the Industrial Open House (Capital University of Science & Technology)
- Certificate of Appreciation for Participating in Qiraat & Naat Competition CUST Girls Club (Capital University of Science & Technology)
- Certificate of Appreciation in IT Lab installation for Orphans at Aghosh Al-Khidmat Foundation, Bagh. (The Volunteers Society & Global Youth Association 2022)
- Certificate of Participation in Digital Media Conclave (Youth Association of Pakistan 2022)
- Award of Appreciation for contribution to Child Fiesta for Orphans (The Volunteers Society)