

Arooj Fatima

Rawalpindi, Pakistan | aroojfatima151214@gmail.com | 03325544852 |

linkedin.com/in/aroojfatima112

OBJECTIVES

Recently graduated with a degree of Social Sciences (BSS) from Bahria University Islamabad and awarded a silver medal in the recognition of academic excellence, seeking a position for Job in your esteemed organization to gain practical experience and build a successful career. Eager to learn and grow within a dynamic organization. Flexible to work with and can handle additional work responsibilities.

SKILLS

Digital Skills

Microsoft Office, Microsoft power point, Canvas, Zoom, Outlook, Social media platforms, Google drive.

Other Skills

Critical thinking, Organizational skills, Research, Data collection, Problem Solving, Team work, Communication.

EDUCATION

Bahria University Islamabad | Bachelor of Social Sciences

Islamabad | 02/2020 – 02/2024

- Majors in International Relations

Punjab College for Women | Intermediate in Computer Sciences

Rawalpindi | 2017 - 2019

EXPERIENCE

Social Media Activist | Pakistan Meteorological Department (PMD)

03/2024 – 09/2024

- Handling Social Media Platforms.
- Spread awareness through digital media.
- Make Infographics.
- Work for social media enhancement

Research Intern | Internship | Institute of Strategic Studies Islamabad

02/2024 – 04/2024

- Wrote issue brief on "China-Pakistan Naval Cooperation".
- Work on Data Collection and design of Info graphics.
- Minute taking tasks.
- Event coordination.

Summer Intern | Internship | Embassy of Indonesia Islamabad

07/2023 – 09/2023

- Developed cross-cultural communication skills and became familiar with diplomatic procedures.
- Wrote reports on findings and developed critical thinking skills.
- Maintained detail record of research and data collection activities.

LANGUAGES

Mother Language: Urdu (Native)

Other Languages: English (Advanced)