



ASMA ISHTIAQ

CONTACT

- 03429166066
- Asmaishtiaq244@gmail.com
- Islamabad, Pakistan

EDUCATION

- PIDE, Islamabad
Master of Public Policy, 2022-2024
- Comsats University Islamabad
Bachelor of Science in Economics, 2018-2022
CGPA: 3.2
- Askaria College Rawalpindi
Intermediate in Computer Science (ICS), 2017-2018
First Division
- J.S Public School & College
Matriculation, 2016-2017
First Division

skills

- Highly organized and efficient
- Teamwork
- Skilled in Google Docs, Sheets, and Slides
- Time Management
- Proficient in Microsoft Office Suite
- Effective Communication
- Critical Thinking

Languages

- English
- Urdu
- Pashto

Profile

Dynamic and highly motivated individual seeking a position within the industry to creatively showcase talent while adapting new skills and processes essential for career advancement.

Skills

Work Experience

- Care Active Private Limited, Islamabad
Case Handler (September 2023 - February 2024)
Responsible for managing the Customer Relationship Management (CRM) system
Conducted client meetings and efficiently handled incoming calls
Oversaw various documentation tasks
- Millionaire Performance, Islamabad
Virtual Assistant (December 2022 - July 2023)
Managed social media accounts effectively
Created and scheduled engaging posts
- Interstates Company, Islamabad
HR Assistant (August 2022 - December 2022)
Played a significant role in the recruitment process
- LMR Association
Virtual Assistant (2020 - 2021)
Successfully generated leads
- JCP Marketing
Client Relationship Manager (2020)
Skillfully managed client relationships