



HAWAIDA AHMAD

Project and Team Management Specialist

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Islamabad, Pakistan

EDUCATION

Bachelors in Genetics

National University of Medical Sciences

2020-2024

SKILLS

- Leadership & Team Management
- Event planning and Coordination
- Project Management
- Adaptability & Time Management
- Effective Communication
- MS Office and Excel
- Problem solving and Analytics
- Community Outreach and Engagement

LANGUAGES

- ENGLISH
- URDU
- PASHTO

PROFILE

Ambitious professional with a track record of success in project management, team collaboration, and leadership. Competent in assuring high-quality results, encouraging teamwork, and implementing projects that have an impact. Seasoned in operational management, creative contributions, and community involvement, with a heavy emphasis on relationship-building and problem-solving. Acknowledged for attaining success in both extracurricular and professional contexts.

TRACK RECORD

Leadership and Team Coordination

Cadet Captain, Cadet College Jhelum

2015-2017

- Honored with the prestigious role of Cadet Captain, showcasing strong leadership and organizational abilities to manage cadet teams effectively.
- Led various drills and team-based activities, demonstrating excellent communication, relationship management, and team-building skills.

Karwan-e-Pakistan, a non-profitable organization

2020-Present

- Collaborated effectively within a non-profit team to deliver community service initiatives.
- Managed project deliverables while maintaining quality and deadlines, enhancing team accountability

Rawalpindi Chapter Lead, WMD (We Make a Difference)

2023-Present

- Coordinating societal welfare initiatives, including free medical camps, disaster relief donations, and other outreach programs.
- Managing team operations, ensuring proactive problem-solving and smooth collaboration among team members for impactful project execution.

Project Management and Organizational Skills

People Management and Logistics Coordination, Himalayan Salajeet

Jan/2023 – Mar/2024

- Managed accounts and coordinated between logistics and other teams to streamline operations effectively.

Project Studentship, National University of Medical Sciences

Nov/2023 – Apr/2024

- Successfully completed a 6-month NRP project, contributing to research and development.
- Demonstrated strong project execution skills, ensuring timely and quality completion of milestones.

Leadership in Organizational Clubs

Mar/2022 – Dec/2023

President, NUMS Sports Club and Captain, Green Youth Movement Club

- Led club initiatives, events, and sports activities, showcasing skills in coordination, planning, and team management.
- Actively led and managed environmental initiatives aligned with organizational goals under the Green Youth Movement, initiated by PM Imran Khan.
- Ensured the successful delivery of events while maintaining accountability and quality of work.