

Sadaf Munir D/O Munir Hussain

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Objective:

A motivated and detail-oriented professional with a passion for higher education, seeking to contribute to the success of University of Rawalpindi in Admission Office. With strong organizational, communication, and customer service skills, I aim to streamline the admission process, provide exceptional support to prospective students, and enhance the overall applicant experience. My dedication to fostering a welcoming environment, combined with my ability to manage multiple tasks efficiently, will ensure the smooth operation of admission activities while upholding the university's standards of excellence.

Education:

2024-2025: MS in Marketing (Continue)

Capital University of Science and Technology

2020-2024: Bachelors in Business Administration.

Capital University of Science and Technology, Islamabad

2018-2020: Higher Secondary School Certificate.

Islamabad Model College for girls (F.A), Islamabad

Projects:

- Completed **final year** regarding **practical implementation of entrepreneurial idea.**
- Rendered **volunteer services for two months** in summer 2022.

Skills:

- Team management and leadership
- Proficient in MS office
- Teamwork skills
- Time management
- Problem solving
- Strong communication and interpersonal skills

Awards:

- 3 Dean's Honor certificate
- Volunteers in service

Languages:

- Urdu
- English