

OBJECTIVE

Motivated Economics student with 2 years of hands-on experience in the development sector, specializing in research, data analysis, administration, HRD, and project management. Eager to apply strong analytical and leadership skills in dynamic environments, contributing to organizational success while pursuing professional growth in development, research, and management roles.

EDUCATION

University of the Punjab (PU) bachelor's in economics discipline.	Lahore, Pakistan 2021- 2025
Govt Degree College Karoondi Intermediate, Pre-Engineering	Khairpur, Pakistan 2019-2021

SKILLS

- **Data Analysis:** SPSS, EViews, Excel, Stata, HR analysis.
- **MS Office:** PowerPoint, Excel, Word, Outlook.
- **Soft Skills:** Procurements, Event Management, Facility & Fleet Management, Invoice Processing.
- **Language Skills:** English (Fluent), Urdu(advanced), Sindhi (Native).

EXPERIENCE

Administration Assistance, Akhuwat	Lahore, Pakistan Jan 2022 – Mar 2023
▪ Experienced in administrative assistance, skilled in scheduling, event management, and office coordination. ▪ Proficient in streamlining workflows and ensuring smooth daily operations.	
Intern – Administration & Finance Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH	Lahore, Pakistan May 2025- Present
▪ Currently interning at GIZ in the Administration and Finance section, supporting documentation, logistics (TextiLES II), invoice processing, procurement, facility and fleet management. ▪ Actively involved in event coordination, inventory management, and attending meetings/workshops to understand international development cooperation.	
Intern, Foundation Fighting Poverty	Virtual Jan – Feb 2025
▪ Researched Pakistan's education system and explored international grants and CSR funding. ▪ Led team of 18 members overseeing project coordination, team management, and impactful community initiatives.	
Research Assistance, Akhuwat	Lahore, Pakistan Jan- Aug 2023
▪ Conducted Primary research and authored articles on job performance and mental well-being.	

PROJECT EXPERIENCE

Research Project	Lahore, Pakistan August 2023
▪ Mustafabad mawakhat Project: A social welfare project organized by akhuwat ▪ Data Collection: conducted Research Survey in rural mustafabad gathering critical data ▪ A Study on, the Impact of Exercise on Mental Well-being	

LEADERSHIP EXPERIENCE

Aspire Leaders Program	Virtual Feb 2025 – Mar 2025
▪ Through competitive selection process to be selected from over 1000 applications	
Strategic Youth Paradigm SYP	Lahore Pakistan Mar 2025- July 2025
▪ Appointed by SYP executive board as Campus Director in the SYP Campus Team – Akhuwat College Kasur, Lahore	

HONORS & INVOLVEMENT

- Certified Google data analyst & Project Management. Received English Language Certificate from Transparent Language (TLO)
- HRD;** Completed a 6-month HRD course covering core and advanced strategies in Human Resource Development.