

PROFESSIONAL SUMMARY

Solutions-driven individual with experience in solving complex problems, working with cross-functional teams, and building project plans in Asana and Microsoft Office. Successfully, completed the Google Project Management Career Certificate-a rigorous, hands-on program that covers traditional and Agile Project management approaches throughout the life cycle of a project and Google Data Analytics Career Certificate-a professional program that gives you the power to make informed decisions by working with raw data.

EDUCATION

Google Career Certificates, Coursera, Data Analytics	2023-2023
Google Career Certificates, Coursera, Google Project Management	2022- 2023
Allama Iqbal Open University, Master of Science, Mass Communication	2021- 2023
Allama Iqbal Open University, Bachelor of Arts, Mass Communication	2018-2020
University of Cambridge	2017-2018
GCE A Levels, Psychology, Urdu, Economics	
DA Public School O & A Levels	

GCSE O Levels, English, Mathematics, Sociology, Chemistry, Physics, Urdu, Islamiyat, Pak Studies 2008-2010

SKILLS

Technical: MS Office 365, Video editing, Digital media marketing, Content writing, Project Management, Project scoping and planning, Risk management, Process improvement, Proficient in work management software and digital tools, Effective stakeholder communication, Budgeting and procurement, Industrial Knowledge, Data Analysis

Mass Communication Coursework: Radio Broadcasting, Television Broadcasting, Public Relations, Advertisement, Mass Communication, Journalism, National and International Current Affairs

PROFESSIONAL EXPERIENCES

Beaj Education, an EdTech Start-up	January 09, 2025-Present
- Front line manager for a large scale Randomized Controlled Trial in Pakistan - Helps underserved community of teachers in Pakistan in Self-Growth and English Proficiency	
Freelance, Remote	September 2020- February 2023
Content Writer	
- Maintained a real-estate blog for an NYC-based Associate Broker generating targeted content for a fast-paced, volatile industry - Used search engine optimization (SEO) strategies in writing to maximize the reader base	
The Guidance School, Rawalpindi, Pakistan	October 2019-December 2021
Academic Curriculum Head	
- Prepared year-long academic calendars for Grades I-X - Forecasted and design year-long extra-curricular activities for Grades I-X	
Head of English Department	
Prepared annual syllabus for classes I-X	
- Ensured the highest quality standards of learning pedagogy - Trained and supervised new recruits in the department	
Am Anglo School & College, Rawalpindi, Pakistan	
Branch Head	January 2017- September 2018
Counseled parents and students through various engagement sessions and meetings	

- Handled admission procedures, and other public relations activities
- Conducted workshops and other training activities for new recruits

Teacher

March 2015- January 2017

- Taught English and Pakistan Studies to Grades IX & X

Stepping Stone Academia, Lahore, Pakistan
Montessori Teacher

January 2014- January 2015

LEADERSHIP & VOLUNTEER EXPERIENCES

- Attended workshop on Communicative Language Learning by Ameena Saiyid (Managing Director, Oxford University Press, Pakistan)

- Invigilated International Kangaroo Linguistic Contest 2017

March 2017

