

MANAHIL SHAUKAT

DEVELOPMENT & RESEARCH PROFESSIONAL | DIGITAL ECONOMY, CLIMATE RESILIENCE & SOCIAL JUSTICE

Leveraging expertise in research, project management, and policy to build sustainable solutions that advance climate resilience, digital inclusion, and women's empowerment.

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WORK EXPERIENCE

Communications Coordinator | Digital Foreign Direct Investment (DFDI) Forum 2025 Nageebz · Islamabad, Pakistan

- **Directed Multi-Channel Delegate Communications:** Executed a seamless communication strategy across email, WhatsApp, and direct calls, serving as the central hub for all inquiries and real-time updates for international and national delegates.
- **Coordinated High-Stakes Event Logistics:** Managed and synthesized delegate travel data to coordinate seamless airport arrivals and departures, liaising directly with security and transportation teams to ensure delegate safety and punctuality.
- **Delivered Exceptional On-Site Delegate Support:** Provided continuous, proactive, and courteous assistance to all delegates throughout the forum, resolving issues promptly and ensuring a highly professional and welcoming environment.
- **Fostering Global Stakeholder Engagement:** Contributed to the forum's core mission by facilitating communications that connected global leaders, promoted digital investment opportunities, and fostered partnerships across emerging digital economies.

Research Analyst, Silverlight Research Expert Network:

- **Led Research Projects:** Directed a portfolio of strategic research projects, spanning market analysis, competitive intelligence, and industry forecasting to inform client strategy and provide a competitive edge.
- **Developed Data-Driven Insights:** Translated complex datasets into actionable business intelligence, utilizing advanced analytical techniques to guide executive-level, data-driven decision-making.
- **Collaborated with Cross-Functional Teams:** Collaborated with cross-functional experts to ensure the accuracy and relevance of all research deliverables.
- **Maintained Industry Knowledge:** Served as a subject matter expert by continuously monitoring industry trends and emerging technologies, sharpening the firm's analytical focus and foresight.

Homeroom English Teacher: BeaconHouse School System, Abbottabad

- **Spearheaded Large-Scale Student Initiatives:** Directed major student-led projects, including campus-wide "Super Projects" and Sports Day, overseeing all phases from planning to successful execution to foster student leadership and collaboration.
- **Launched a Student Podcasting Program:** Pioneered and produced a student-run podcast series, creating a platform for students to develop advanced skills in public speaking, digital media production, and content creation.

- **Cultivated Strong Parent-Teacher Partnerships:** Established and maintained proactive communication channels with parents to foster a collaborative and supportive environment aligned with student academic and personal growth goals.
- **Mentored Students for Academic Excellence:** Provided individualized academic coaching and tailored guidance to students, successfully fostering critical thinking skills and promoting sustained intellectual growth.

Content Writer: Freelance

- **Developed Diverse Content:** Authored a comprehensive suite of high-impact content, including long-form articles, website copy, and social media campaigns, strategically tailored to diverse audiences to drive engagement and marketing goals.
- **Conducted In-Depth Research:** Implemented a meticulous research and verification process for all content, leveraging authoritative sources to guarantee accuracy and build audience trust.
- **Optimized Content:** Systematically optimized all digital content using SEO best practices, resulting in improved search engine rankings and a measurable increase in organic traffic.

Procurement Officer: PIMS Tourism

- **Directed the End-to-End Procurement Lifecycle:** Managed the full procurement cycle, from strategic sourcing to vendor management and contract finalization.
- **Ensured Operational Continuity:** Coordinated with suppliers to guarantee timely deliveries and maintain seamless operational flow.
- **Secured Advantageous Contract Terms:** Led negotiations with key suppliers to secure highly favorable contracts, achieving significant cost reductions and maximizing organizational value.

Managing Director: Global Trends Consulting

- **Architecting High-Impact Training Programs:** Spearheaded the design and delivery of high-impact training programs to build professional capacity.
- **Forging Strategic Alliances:** Forged multi-sector partnerships to mobilize resources and amplify program impact.
- **Championing Women's Economic Empowerment:** Drove targeted initiatives to foster women's economic independence and leadership.
- **Spearheading Systemic Social Advocacy:** Led evidence-based advocacy campaigns to influence policy and advance social justice.

FELLOWSHIPS & AWARDS

Fellowship 2.0 Faith and Gender in Climate Action (NYCCC 2.0)

Native Youth Club for Climate Change (NYCCC)

Advancing Climate Action Through an Intersectional Lens of Faith and Gender

- Conducted in-depth research on the intersection of faith, gender, and climate resilience to inform more inclusive and effective policy frameworks.

- Developed advocacy materials and policy recommendations that highlighted the critical role of gender-responsive and faith-based strategies in climate justice.

Climate Governance and Journalism Program

Greencampus.pk

Bridging Climate Governance and Public Discourse Through Investigative Journalism

- Produced data-driven journalistic articles that translated complex climate governance issues, including renewable energy policy, into accessible narratives for a broad audience.
- Analyzed national climate policies and engaged with key stakeholders to report on accountability and progress in achieving sustainable development goals.

SENIOR LEADERSHIP ROLES

Communications Coordinator | Digital Foreign Direct Investment (DFDI) Forum 2025

Orchestrating a Seamless End-to-End Experience for International Delegates

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Managing Director | Hazara Women Association (HWA)

Championing Women's Advancement Through Strategic Skill-Building Programs

- **Executed High-Impact Capacity-Building Initiatives:** Organized and managed a diverse portfolio of events, including seminars, professional training workshops, and exhibitions, to enrich knowledge and build essential skills.
- **Fostered an Ecosystem of Empowerment:** Cultivated a supportive environment dedicated to women's advancement, successfully increasing community engagement and providing platforms for personal and professional growth.

Secretary General | English Literary Society

Fostering a Culture of Intellectual Discourse and Competitive Oratory

- **Directed Event Strategy & Execution:** Spearheaded the planning and management of the society's annual calendar, successfully organizing a series of high-caliber inter- and intra-collegiate debating competitions.
- **Managed Stakeholder Relations:** Acted as the primary liaison between faculty advisors, student members, and participating colleges, ensuring smooth collaboration and communication for all events.

Debating & Literary Coach

Developing Next-Generation Talent in Public Speaking and Global Affairs

- **Provided Strategic Mentorship:** Coached and mentored middle school students to excel in a diverse portfolio of competitive events, including debates, declamations, Model UN (MUN) sessions, and iEARN exchange programs.

- **Designed and Delivered Training Programs:** Developed targeted training modules to build student competencies in critical thinking, persuasive argumentation, and diplomatic protocol for national and international programs.

Project Team Lead | Human Resource Management Capstone Project

Applying Academic Theory to Practical Leadership and Corporate Training

- **Led Project Lifecycle Management:** Directed a project team from conception to completion, successfully designing and delivering a professional workshop on essential soft skills as an academic capstone.
- **Executed a High-Impact Training Initiative:** Facilitated an interactive workshop focused on enhancing critical workplace competencies, including strategic communication, teamwork, and leadership.

EDUCATION

- **Bachelor in Development Studies:** COMSATS University Islamabad - Abbotabad Campus

Demonstrated expertise in socio-economic analysis and research.

- **Master of Philosophy (MPhil) in Development Studies:** Pakistan Institute of Development Economics

Acquiring advanced skills in social research, policy analysis, and strategic planning.

PROFESSIONAL DEVELOPMENT

Committed to continuous professional growth through targeted certifications and active engagement in industry-leading forums.

Advanced Certifications: Completed a comprehensive portfolio of professional certifications from leading online platforms including **Coursera, Udemy, Oxford University Press, PCESAQE** and **Eduonix**. Coursework focused on enhancing core competencies in:

- Project Management & Leadership
- Business Development & Strategic Planning
- Communications, Grant Writing & SEO
- Educational Methodologies

Industry & Innovation Forums: Actively participated in premier technology and innovation forums, including **Google I/O** and **TEDx** events, to stay at the forefront of emerging trends and contribute to forward-thinking dialogues.

Global & Community Engagement: Leveraged platforms such as **iEARN** (International Education and Resource Network) and **Student Quality Circles** (SQC) to facilitate global collaboration, lead literary events, and hone public speaking and intercultural communication skills.