

SYEDA SANIYA QAISER ZAIDI



Contact

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Accomplishments

- Received **2xGold Medals** in Masters Degree
- Credited as a successful general staff officer for conducting successful coordination and commitments

Skills

- Command on spoken and written communication
- Works well on MS Office
- High analytical and problem-solving skills
- Good leadership qualities

About me

Media, communication and coordination expert at FWO, skilled in content creation and public dealing, with a focus on impactful newsletters and media monitoring. Gold Medalist in Communication and Media Studies from Fatima Jinnah Women University, demonstrating academic excellence and practical proficiency in the field.

Experience

SENIOR ASSISTANT MANAGER (Coordination / Media)

FWO HEADQUARTERS - 11/06/22 to Present

Specializes in monitoring traditional and social media, crafting media briefs, coordinating events, and crafting write-ups. Skilled in coordinating events and managing public relations.

FACULTY MEMBER (English)/CCA Coordinator

APSAC (FWO) COBBE LINES - 01/03/19 to 11/06/22 (3 Years)

Led strategic planning sessions for "Read and Write Programme". Wrote agendas and notes and sent them as meeting minutes for the faculty.

INTERNEE (Communication & Facilitation Officer)

SUSTAINABLE SOCIAL DEVELOPMENT ORGANIZATION (SSDO) 14/07/18 to 13/09/18

Researched Human Trafficking, Open Government Partnerships, and RTI before writing blogs about it. Recognized by management for providing original content.

INTERNEE

ISPR - 11/07/17 to 17/08/17

Gained hands-on exposure to real-world media operations and strategies. Mentorship offered by renowned academic experts and media professionals to enhance learning. Gained valuable insights into media planning, communication strategies, and public relations.

STUDENT ASSISTANT

RADIO VoW

Researched and prepared daily stories for on-air discussions and broadcasts at Radio VoW, Fatima Jinnah Women University, Rawalpindi. Planned and organized shows by curating music playlists and selecting engaging topics.

Volunteer Work

YOUTH PARLIAMENT

Worked with volunteers to guide fundraising activities.

RAWALPINDI WASTE MANAGEMENT

Educated people on cleaning events by promoting the pros of a healthy environment.

Education

MS in Communication & Media Studies

Riphah International University

4.00 - (2023-2025)

Masters in Communication & Media Studies (GOLD MEDALIST)

Fatima Jinnah Women University

3.76 - (2016-2018)

Bachelors of Arts (English)

Punjab University

1st Division - (2014-2016)

Intermediate (Pre-Medical)

APSAC (FWO), Gracy Lines

Grade B - (2012-2014)

Matriculation (Sciences)

APSAC (FWO), Gracy Lines

Grade A - (2010-2012)