

FAIZA LATIF

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Detail-oriented professional with an MS in Software Engineering and experience in project coordination, research, and academia. Skilled in requirements gathering, documentation, and structured reporting with proficiency in MS Office, Google Workspace, and digital tools. Working knowledge of project tracking and documentation practices. Strong communicator adept at bridging stakeholders and technical teams, tracking deliverables, and facilitating meetings to ensure smooth project execution.

Education

Master of Science in Software Engineering | COMSATS Institute of Information Technology | Islamabad, Pakistan

February 2022 – January 2024

- **GPA:** 3.48/4
- **Relevant Coursework:** Machine Learning, Research Methodology, Software Cost & Estimation, Advanced Requirements Engineering.
- **FYP:** Developed a fully voice-based Android email application for visually impaired users using Flutter, integrating speech-to-text and text-to-speech features.

Bachelor of Science in Information Technology | Quaid-i-Azam University | Islamabad Pakistan

October 2016 – December 2020

- **GPA:** 2.9/4
- **Relevant Coursework:** Data Structures, Communication Systems, System Analysis & Design, Advance Database, Computer Communication & Networks.
- **Thesis:** Enhanced accessibility in social media applications for elderly users by designing and developing an interactive, user-centric prototype using Justinmind.

Work Experience

Lecturer | Federal Urdu University of Arts, Science & Technology | Islamabad Pakistan

March 2024 – February 2025

- Delivered comprehensive lectures and practical sessions on core software engineering principles and specialized topics.
- Mentored and guided undergraduate students through their academic journey, focusing on practical skill development.
- Fostered a deep understanding of software development methodologies, design patterns, and implementation techniques among students.

Social Media Handler Remote | Real Estate Corner | Islamabad Pakistan

August 2023 – March 2024

- Curated and created social media content.
- Conducted daily updates to social media profiles, boosting the company's online presence.
- Generated user data through smart strategies.
- Scheduled and published social media posts.
- Monitored and responded to social media activity.

Social Media Strategist | Cubby.pk | Islamabad Pakistan

September 2021 – October 2021

- Curated and created social media content.
- Conducted daily updates to social media profiles, boosting the company's online presence.
- Scheduled and published social media posts.
- Monitored and responded to social media activity.
- Built relationships with influencers.

Technical Skills

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|---------------------------------|---|
| • Microsoft Office Suite/ LaTeX | • JavaScript |
| • Google Workspace | • C++/Java/Flutter |
| • CodeBlock/VS | • HTML/CSS/BOOTSTRAP |
| • Git/GitHub | • Continuous Learning |
| • Figma/Canva/JustInMind | • User-Centered Design & Human-Computer Interaction (HCI) |

Professional Skills

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| • Classroom Management | • Team Collaboration & Support |
| • Report Writing & Documentation | • Interpersonal Communication Skills |
| • Problem-Solving & Analytical Thinking | • Teaching & Curriculum Development |
| • Time Management & Project Management (Agile, Scrum, Waterfall) | • Student Mentorship & Academic Advising |

Certifications

- **Agile Project Management** – HP Life Online Courses (2025)
Covered Agile principles, project planning, iterative development, and team collaboration practices.
- **Diploma in Teaching Skills for Educators** – Alison Online (2025)
Focused on modern pedagogy, instructional strategies, and learner-centered approaches for effective teaching.