

HADIA ALTAF

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PERSONAL STATEMENT

To learn and explore my capabilities by gaining different experiences. Eager to learn and grow within a dynamic and collaborative work environment.

EDUCATION

National University of Sciences and Technology, Islamabad

2032-Present

MS Economics

Arid Agriculture University, Rawalpindi

2019-2023

BS Economics

EXPERIENCE

Siber Koza International Private Limited, NASTP, Rawalpindi

Data and Community Analyst

March, 2025-Present

- Managed data for Siber Koza programs, analyzing results and creating impact reports.
- Developed and maintained a talent pool of 1000+ candidates.
- Oversaw intern monitoring and evaluation.
- Planned, executed, and managed programs, ensuring effective implementation.
- Conducted stakeholder mapping and communication.

CePwS S³H, NUSTxUNFPA, Islamabad

Administrative Assistant

June 2024-December 2024

- Handled all administrative tasks including billing, account management, event organization and management and social media management for the CePwS.
- Conducted research and report writing for CePwS.
- Edited, proof read, designed and reviewed the National Report launched by CePwS titled SPPR-2024.

ICMGroup (Remote)

Virtual Assistant

August 2023-January, 2024

- Virtual assisting with AI tools.
- Research, content writing and aggregation.

Agriculture Symposium Management, FAO, Marriot Islamabad

Team Leader of Volunteers

February, 2023

- Managed and led a group of volunteers for the management of agriculture symposium held by FAO in Islamabad.
- Duties involved back stage management and communication with key guests and stakeholders.

WHO, Rawalpindi Division

Surveyor

May 27th, 2022-June 2nd,2022; August 24th,2022- August 29th,2022; January 16th,2023-January 22nd,2023

- Following the Polio Vaccination Campaign, WHO seeks individuals to go and check on the administration of vaccination of polio and see if children have been vaccinated. Duties involve collecting data and house to house survey.
- The job included training, travelling, communicating with the community and collection of data.

Innovative Education System, Rawalpindi

Assistant Administrator

August 1st, 2022- September 30th, 2022

- In charge of overseeing administration.
- Acted as a substitute teacher for grade 9th and 10th for one month and for grade K.G for one month.
- In charge of managing teachers.

Wheat Campaign, Punjab Government

Team Leader

October 29th, 2022-November 7th, 2022

- Served as Team leader for wheat campaign under Punjab government. The job included data collection, team management, making reports, organizing team tasks and team reports.

Silver Jubilee Events at PMAS AAUR.

Organizer

November 20th, 2021-November 25th, 2021

- Led the team involved with managing silver jubilee events of the university.
- Organized and managed different events.
- In charge of leading and organizing the Entrepreneurship gala.
- Presented a business idea in the Entrepreneurship gala receiving the most number of positive comments among all ideas in the gala.