

ALISHA AMJAD

BS FRESS GRADUATE

CONTACT

- 03115619750
- alisha.kazmi20@gmail.com
- Rawalpindi,Pakistan

SKILLS

- Strategic Planning
- Problem Solving
- Crisis Management
- Creative Thinking
- Data Analysis
- Mathematica
- MATLAB
- C++
- Canva \ Capcut
- Adaptability to Change
- WPS Offices

LANGUAGES

- Urdu (Fluent)
- English (Working Knowledge)
- Turkish (Beginner)

REFERENCE

Dr. Saima Mustafa
Chairperson Mathematics
department ,RWU
Phone: +92 333 5249362
Email : saima.mustafa@f.rwu.edu.pk



PROFILE

A dedicated and goal-oriented BS Mathematics graduate from Rawalpindi Women University with strong analytical, communication, and organizational skills. Experienced in academic coordination and leadership and eager to contribute to dynamic organizations through strong problem-solving abilities and a commitment to continuous learning.



WORK EXPERIENCE

Temar Medical & Cardiac Hospital 2024- 2025
HR Assistant

- Maintaining and Updating Employee records
- Assisting in Recruitment processes like posting job openings, screening resumes, coordinating interviews and communicating with candidates & Official Documentation Handling .
- Providing necessary training and resources to new employee to help them succeed in their role

Pakistan Meteorological Department Islamabad 2023 - 2023
Internship

- During my summer internship period I was involved in learning weather monitoring techniques like taking readings from weather measuring instruments, using these readings creating METAR & SYNOPTIC data , creating Temperature charts and analyzing temperature comparison of different cities

Rawalpindi Women University 2021 - 2025
OCDOM Team Leader

- Formulate and implement detailed strategies and initiatives that support the Department's mission to engage students actively in interpersonal skills development initiatives.
- Guide, inspire, and oversee a dynamic student team, promoting a collaborative and performance-oriented culture.
- Ensure smoothness of all management tasks related to events like seminars, conferences and also in program enrollment.



EDUCATION

Bachelor of science in Mathematics 2021- 2025
(16 years education)

Department of mathematics | Rawalpindi Women University
CGPA 3.35

FS.C Pre Engineering (12 year education) 2019- 2021
Jinnah Institute of Informatics & Commerce
97.9 %

Matric Science (10 year education) 2017- 2019
Authentic Public Secondary School
89.9%