

Umm e Ummara

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Professional Summary

Motivated and adaptable professional with a background in Economics and experience across research, project coordination, HR operations, and development finance. Skilled in data analysis, Excel dashboards, Canva presentations, brief/report making, MARCOM, and credit risk evaluation. Experienced in coordinating with international teams, NGOs, and UN-related projects, ensuring smooth project execution and accurate reporting. Passionate about contributing to social impact, sustainable development, and policy-driven initiatives in NGOs, INGOs, and international organizations.

Professional Experience

Project Associate – Gold Business Unit (Sri Lankan Project)

LOLC Microfinance Bank – Head Office, Rawalpindi | July 2025 – October 2025

- Coordinated directly with the Sri Lankan project team for business operations, reporting, and progress tracking.
- Developed and maintained Excel dashboards for branch performance, credit monitoring, and training outcomes.
- Supported MARCOM (Marketing & Communication) initiatives for project visibility and internal communication.
- Assisted in credit risk evaluation and documentation, ensuring compliance and business continuity.
- Designed and prepared briefs, reports, and presentations using Excel and Canva.
- Facilitated branch-level training sessions and coordinated with HR and admin teams for logistics.

Research Intern – Human Rights & Humanitarian Affairs (HR & HA) Division (UN Division)

Ministry of Foreign Affairs, Islamabad | March 2025 – June 2025

- Conducted research on NGO and INGO projects, focusing on human rights, humanitarian assistance, and development programs.
- Drafted analytical briefs and reports for submission to the Additional Director, HR & HA Division.
- Supported coordination and communication between departments and external UN-related initiatives.
- Contributed to data compilation and project assessments within the Ministry's humanitarian and development framework.

Teacher Assistant Intern

Federal Urdu University, Islamabad | Nov 2024 – Feb 2025

- Assisted in academic research and data organization for economics courses.
- Helped in preparing lecture materials, presentations, and evaluation sheets.
- Gained exposure to development economics and policy studies.

HR – Operations Intern

Riphah International University, Islamabad | July 2023 – November 2023

- Assisted in HR operations, including employee coordination, documentation, and database management.
- Supported recruitment and onboarding processes to ensure smooth administrative workflow.
- Collaborated with the HR team to improve internal communication and record management.

Trainings & Certifications

- Advanced Excel Training – LOLC Microfinance Bank (2025)
Focused on dashboards, data analytics, and business reporting.
- CraftEcon – Economics Redefined – Friedrich Naumann Foundation for Freedom (2024)
Workshop on economic policy, entrepreneurship, and sustainable development.

Education

BS Economics – Federal Urdu University of Arts, Science & Technology (Completed: Fall 2024)

Intermediate (Commerce) – Step College

Matriculation (Science) – Siddeeq Public School

Key Skills

- Project Coordination & Administration
- Research & Report Writing
- Excel Dashboards & Data Management
- Canva Designing & Brief Making
- Marketing & Communication (MARCOM)
- Credit Risk & Business Analysis
- HR & Operations Support
- NGO / INGO Project Research
- Policy & Development Studies

Languages

- English – Fluent
- Urdu – Native