

Zoya Arshad

Date of birth: 09/07/2002 | Nationality: Pakistani | Phone: (+92) 3145303793 (Work) | Email address: zoyarshad103@gmail.com | Whatsapp Messenger: [+923145303793](https://wa.me/923145303793) | Address: Haji Ijaz Street, lane #3, Quaid-e-Azam colony,, Rawalpindi, Pakistan (Home)

About me

Organized and detail-oriented professional with a Bachelor’s in Defence and Diplomatic Studies and currently pursuing an MPhil in Strategic Studies. Experienced in academic coordination, and record keeping through roles with the Ministry of Defence, EOTO Foundation, and Alkhidmat Foundation. Proficient in MS Office, ERP systems, and data management, with a strong commitment to accuracy, fairness, and confidentiality in all administrative tasks.Describe yourself here...

Work experience

Internee | Ministry of Defense | 22/07/2024 - 31/08/2024 | Rawapindi, Pakistan

- Assist with day-to-day office tasks, including document management, filing, and data entry.
- Conduct preliminary research on defense-related topics and compile relevant information for report.
- Report Preparation.

Volunteer teacher | Alkhidmat Foundation | 01/05/2023 - 01/08/2023 | Shakriyal, Islamabad, Pakistan

Assisted in teaching and curriculum support for community-based education.

Created learning activities to improve comprehension and participation.

Promoted inclusive learning practices for diverse student groups.

Volunteer Teacher | EOTO Street School | 01/05/2021 - 01/07/2021 | Islamabad, Pakistan

Designed lesson plans and delivered classroom sessions.

Applied interactive teaching methods for student engagement.

Mentored students to improve academic confidence and outcomes.

Education & Training

M.Phil. in Strategic Studies | National Defence University | 18/10/2025 - Current | Islamabad, Pakistan

Bachelors in Defense and Diplomatic Studies | Fatima Jinnah Women University, Rawalpindi | 20/09/2020 - 01/01/2024 | Rawalpindi, Pakistan

Fsc, Pre engineering | Global College System | 06/08/2018 - 02/07/2020 | Rawalpindi, Pakistan

Matriculation | Quaid Science Academy | 01/03/2016 - 06/07/2018 | Rawalpindi, Pakistan

Language Skills

Mother tongue(s): Urdu

	Understanding		Speaking		Writing
	Listening	Reading	Spoken production	Spoken interaction	
English	C1	B2	B2	B2	B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

Skills

Microsoft Office | Microsoft Excel | document management | Social Media | Google Docs | canva | IBM Statistical package for Sciences (SPSS) | Google Workspace (Google Drive, Google Docs, Google Slides, Google Sheets, Google Forms) | Document Digitization skills | Having interpersonal communication skills

Recommendations

Recommendations can be provided on request.