

# ALISHA SHAFIQ

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**Client Relationship Management | Project Management | Operations and Administration Management | HR Management**

Detail-oriented and proactive Operations & Administrative with a foundation in Defense and Diplomatic Studies. Proven ability to streamline operations, manage executive schedules, coordinate cross-functional tasks, and support business development activities in high-paced remote environments. Adept at handling sensitive communication, maintaining structured documentation, and managing diverse stakeholder relationships. Passionate about supporting organizational goals through operational excellence, strategic task management, and diplomatic communication.

Creative Asset Management  
Workflow Optimization  
Leadership Assistance

Stakeholder Relationship Management  
Global Team Leadership  
Seamless Communication Management

Daily Operations Management  
Notion, Asana, Google Sheets  
AirTable, Salesforce, Monday

## PROFESSIONAL EXPERIENCE

**Senior Operations Associate, YourVA.ai (REMOTE)**

Aug 2023 – June 2025

- Streamlined executive scheduling and meeting prioritization, improving the leadership's availability.
- Strengthening client relationships by serving as the primary liaison for all communications and follow-ups.
- Ensure smooth cross-team coordination by managing task assignments and progress tracking on Notion and Asana.
- Increase administrative efficiency by maintaining accurate internal, client, and vendor correspondence documentation.
- Spearhead client interactions and project management, ensuring seamless completion of backend operations.
- Proactively research and develop potential partnerships, devising engagement strategies for business growth.
- Implement business development strategies, contributing to increased client satisfaction.
- Conduct business and market analysis, updating outreach plans to align with organizational objectives.

**Research Intern, Ministry of Defence, NASTP**

Jul 2024 – Aug 2024

- Conducted an in-depth research project on the role of Artificial Intelligence in Defence, with emphasis on national security applications in Pakistan.
- Attended daily lectures by senior officers and engaged in site visits to NASTP, NDMA, and ISPR to gain applied insights into strategic operations.

**Research Intern, Ministry of Foreign Affairs**

Oct 2023 – Nov 2023

- Drafted official correspondence and conducted daily news briefings on China's diplomatic activity.
- Researched China's strategic influence in the Middle East and the South China Sea.
- Contributed to analytical briefs on the Belt and Road Initiative (BRI) and its implications on Pakistan's foreign policy.

## PROFESSIONAL DEVELOPMENT

**Bachelor's in Defense & Diplomatic Studies, Fatima Jinnah Women University, Rawalpindi**

Sep 2020- Sep 2024

**Health Intervention Study Certificate, University of Manitoba, Canada**

Jul 2021 – May 2023

## WORKSHOPS AND COMMUNITY ENGAGEMENT

**Volunteer Teacher, EOTO Foundation**

Sep 2023 – Present

**Volunteer Teacher, Alkhidmat Foundation**

Apr 2023

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## PUBLICATIONS

**Nation Branding of Japan through Cultural Diplomacy** – Global Foreign Policies Review (HEC Y-Category)

**From Victim to Accuser: Israel's Blame Politics** – The Policy Watcher

**Daily Diplomatic News Reports** – The Diplomatic Insight

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