

Shazma Ahmad

Phone: (+92) 3451995486 (Work) | Email: shazmaahmad456@gmail.com | LinkedIn:

www.linkedin.com/in/shazma-ahmad-1b400528b | Address: Ring Road, Peshawar, Pakistan (Work)

WORK EXPERIENCE

 STREET CHILDREN WELFARE FOUNDATION – PESHAWAR

OFFICE AND PROJECT COORDINATOR – 26/09/2025 – CURRENT

- Coordinating and managing daily office operations and ensure smooth workflow.
- Planning, implementing, and monitoring ongoing social and women empowerment projects.
- Prepare reports, maintain project documentation, and ensure timely submission.
- Supporting project staff in planning, logistics, and administrative tasks.
- Maintain office records, correspondence, and financial tracking for assigned activities.

 SEED VENTURES – CHITRAL, PAKISTAN

COORDINATOR CHITRAL REGION – 15/08/2025 – CURRENT

Enterprise Challenge Pakistan (ECP) Project

- Onboarding schools and business experts as mentors for the program.
- Coordinating with school staff and students to ensure smooth delivery of activities.
- Delivering training sessions to both mentors and teachers, enhancing their understanding of the ECP model.
- Collecting and maintaining essential data to support program outcomes.

 THE CITIZENS FOUNDATION – ISLAMABAD, PAKISTAN

RAHBAR/MENTOR – 09/2024 – 10/2024

Rahbar Program Cycle 43

- Mentored a group of underprivileged students in life skills, career guidance, and personal development.
- Encouraged critical thinking and teamwork through group discussions and interactive activities.
- Engaged in training sessions focused on leadership, communication and personal development.

 MEHERGARH-A CENTER FOR LEARNING (HUMAN RIGHTS ORGANIZATION) – ISLAMABAD, PAKISTAN

PROGRAM AND MEDIA INTERN – 08/2024 – 10/2024

- Social Media Management: Assisted in managing the organization’s social media accounts, including content creation and scheduling posts.
- Content Creation: Developed engaging content for various platforms, including posts and video editing.
- Application Review: Reviewed and processed applications for training programs, ensuring accuracy and adherence to selection criteria.
- Administrative Support: Provided administrative assistance, including organizing resources and managing files to media and program activities.

 WORLD WIDELIFE FUND (WWF) – ISLAMABAD, PAKISTAN

ECO-INTERNSHIP PROGRAM – 07/2024 – 08/2024

Community Service Project – Stray Animals

- Field Research & Data Collection: Conducted field research and surveys on stray animal populations, aimed at improving the welfare of stray animals in local communities.
- Advocacy and Awareness: Organized awareness campaigns, including social media outreach and educational sessions on stray animal welfare.
- Sponsorship & Fundraising: Successfully led and participated in fundraising campaigns to support the project and secure sponsorships.

- Research & Analysis:** Led a comprehensive study on scholarship opportunities for orphaned children, providing actionable insights and strategic recommendations to the foundation.
- Event Coordination:** Organized a full-day educational and creative event for orphaned children, incorporating games and workshops that enhanced the learning experiences of over 50 participants.
- Documentation:** Maintained accurate and detailed records of research activities and results.

YOUTH IMPACT – UPPER CHITRAL, PAKISTAN
PROJECT LEAD – 04/2023 – 04/2023

CLEANLINESS AWARENESS AND ACTION PROJECT
A social action project aimed at promoting environmental cleanliness in Upper Chitral.

- Leadership & Community Engagement:** Led a social action project focused on environmental cleanliness in Chitral, targeting two educational centers to enhance awareness and practices.
- Resource Coordination:** Oversaw the distribution of cleaning materials and conducted educational sessions, fostering greater environmental awareness.

EDUCATION AND TRAINING

02/2020 – 01/2024 Islamabad, Pakistan
BACHELORS IN SOCIAL SCIENCES - SOCIOLOGY International Islamic University, Islamabad

I studied Sociology with a strong foundation in core sociological theories and research methods, including specialized courses on gender, health, and law and human rights. I gained interdisciplinary insights through psychology, political science, economics, and mass communication, equipping me with a holistic understanding of social structures and community development.

Website <https://www.iiu.edu.pk/>

05/08/2023 – 29/10/2023 Rawalpindi, Pakistan
AMAL ALUMNI (AMAL CAREER PREP FELLOWSHIP) The Amal Academy

Amal Career-Prep Fellow
An education startup founded by Stanford University that teaches professional skills to student with corporations.

- Interpersonal Skills:** Successfully completed two weekly projects and online courses for interpersonal development.
- Teamwork & Problem Solving:** Coordinated with different teams to execute 5 different projects to achieve goal for each

Website <https://amalacademy.org/>

LANGUAGE SKILLS

Mother tongue(s): **KHOWAR**
Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
URDU	C2	C2	C2	C2	C2
ENGLISH	C1	C1	B2	B2	C1

SKILLS

MS Office(MS Word,MS Powerpoint,MS Excel,MS) | Microsoft Word | basic skills in graphic (canva) | Coordination and Facilitation | program management