



FATIMA ASIF ABBASI

CONTACT

☎ 0311 5367554

✉ fatimaabbasi537@gmail.com

📍 Bharakahu, Islamabad

EDUCATION

2019 - 2023

FUUAST ISLAMABAD

- Bachelors in Economics

2016 - 2018

IMCG F-7/4 ISLAMABAD

- FSC

2014 - 2016

IMCG F-7/4 ISLAMABAD

- Matriculation

EXPERTISE

- Excel
- Power point
- MS Office
- R-Studio
- Data collection & analysis
- Effective Communication
- Proposal Development

LANGUAGES

- English (Fluent)
- Urdu (Fluent)
- Punjabi (Native)
- Korean (Basic)

PROFILE

Detail-oriented professional with experience in academic administration and welfare services. Skilled in documentation, data management, and communication, with a strong ability to coordinate effectively in organizational settings.

WORK EXPERIENCE

Admission Officer

2025- PRESENT

Midwest Institute of Sciences Islamabad

- Managed end-to-end admission process.
- Evaluated applications and verified academic records.
- Coordinated tests, interviews, and orientation events.
- Maintained accurate admission data and reports.
- Coordinating with other departments.

Internship

2024 - 2025

Overseas Pakistanis Foundation Islamabad

- Interned in Welfare & Services Division at Overseas Pakistanis Foundation Head Office Islamabad.
- Worked in Jail Section, Assisted in processing applications and repatriation requests for overseas Pakistanis.
- Communicated with Ministries, Embassies & Pak-Mission Abroad
- Worked at NADRA & Passport Facilitation Desk.

Tutoring

2018 - 2024

Teaching & Remote work

- Provided Teaching services to kindergarten at Dar e Arqam Schools.
- Tutoring International Students.
- Strengthened cross-cultural communication skills.

SOFT SKILLS

- Leadership
- Networking
- Teamwork
- Flexibility
- Strong Communication Skills