

SADIA PARVEEN

CONTACT

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SUMMARY

Enthusiastic and dedicated individual with a strong foundation in leadership and volunteer experience. Known for my reliability, organization, and eagerness to learn, I actively seek opportunities to gain practical experience while contributing to team success. I am ready to apply my diverse talents in a dynamic environment that supports professional growth.

EDUCATION

- 2021-2025*
 - Bachelor's in Psychology**
Rawalpindi Women University
3.77
- Aug 2024- Nov 2024*
 - Aspire Leaders Program 2024**
Aspire Institute (Harvard University)
Successfully completed
- 2017-2019*
 - Intermediate (Pre-Medical)**
Fazaia Inter College, Rawalpindi
A+
- 2015-2017*
 - Matriculation**
Fazaia Inter College, Rawalpindi
A+
- Dec 2019 - Feb 2021*
 - Arabic Language**
International Islamic University, Islamabad
Pass

EXPERIENCE

- June, 2025 - Continue*
 - Admission Officer**
Career Advisers
- Oct 2024 - Continue*
 - Volunteer**
International Institute of Health Safety Environment (IIHSE)
Volunteering with IIHSE, actively supporting their mission by facilitating networking efforts and contributing to health initiatives. My role involves assisting in research and outreach to target populations, helping to advance the organization's impact and reach.

Oct 2024 - Continue	Community Volunteer Acquaint Connecting with global peers in one-to-one sessions to discuss key issues and explore solutions that reduce negative beliefs about others. This role enhances cross-cultural understanding while continuously improving my communication, collaboration, and analytical skills.
June 2024 - August 2024	Intern Jamila Sultana Foundation •Managed attendance records for all interns with a focus on accuracy and flexibility, collaborated with the IT Officer to create engaging social media posts that raised awareness about thalassemia, and interacted with patients and their families to provide essential support and information. •Conducted a seminar, produced a short film, and authored a comprehensive report reflecting our observations during the tenure.
July 2023 - Oct 2023	Volunteer - Admission Process Rawalpindi Women University Efficiently managed incoming calls from the university's official number, addressing student inquiries and providing technical support during the admission process. This role enhanced my communication skills and enabled me to effectively resolve queries, ensuring a positive experience for prospective students.
Nov 2022 - Apr 2023	Vice President of Media Club Rawalpindi Women University Responsible for creating content for the university's social media posts, managing and coordinating all events, and collaborating with the Public Relations Officer on advertising initiatives.
Dec 2019 - March 2021	Class Representative of Combined three Faculties International Islamic University Islamabad As a class representative, I effectively interacted with national and international students and faculty from diverse backgrounds. I maintained comprehensive records for the coordinator, which enhanced my proficiency in MS Office and contributed to the smooth functioning of class activities
July 2019 - Nov 2019	Teacher Al Ahmed Public School Rawalpindi

IT SKILLS

- MS Word
- MS PowerPoint
- MS Excel

SOFT SKILLS

Attention to Detail



Dedicated and Reliable



Innovative



Pressure sustaining



Excellent at Teamwork

100%

Problem Solving

100%

CERTIFICATIONS

- Volunteer work at Each One Teach One (EOTO) Foundation
- Three (3) months Psychology International Extensive Training Program at Royal Psychologist Community
- Organizer in 3rd International Conference of Social Sciences on "Contemporary World: Challenges and Transformations, 2024
- Recognition Award for Ambassador from Islami Jamiat Talibat Organization
- Recognition Certificate for "Skills to provide Mental Health Support"
- 1st position in intra & inter university debate competition
- 1st position in quiz competition at Rawalpindi Women University
- Seven (7) days Scientific Research Writing E-Course at Multiomics
- Four (4) days training workshop on Psychoanalysis treatment plan at Islamabad Psychological center
- Participated in Poster Competition organized by Psychological Wellness Center

LANGUAGES

- English - Proficient
- Urdu - Bilingual Proficiency
- Punjabi - Bilingual Proficiency
- Arabic - Intermediate

PROJECT

- **Body image dissatisfaction and self esteem: A comparative study of appearance evaluation among hijabi vs non hijabi women**
Final year research project
- **Impact of social media on academic performance and materialism**
Group Research Project