



Natasha Shakeel

Date of birth: 04/08/2003

Nationality: Pakistani

Gender: Female

CONTACT

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ABOUT ME

Highly focus, confident, dedicated person and seeking a challenging career with a progressive organization that provides an opportunity to capitalize my technical skills and abilities

EDUCATION AND TRAINING

01/11/2021 – CURRENT Sargodha, Pakistan

Professional Degree College of Law, University of Sargodha

Website <https://su.edu.pk/> | **Field of study** LLB (Hons)

01/10/2021 – 01/09/2025 Lahore, Pakistan

Bachelors Virtual University of Pakistan

Website <https://www.vu.edu.pk/> | **Field of study** Information Technology | **Final grade** 3.22 / 4 CGPA | **Thesis** Developing a Career Counselling Platform based on Artificial Intelligence.

01/04/2019 – 01/07/2021 Sargodha, Pakistan

Intermediate Reader Group of College, Sargodha

Field of study Pre-Engineering | **Final grade** 1074/1100

01/03/2017 – 04/01/2019 Sargodha, Pakistan

Matriculation Fazaia Model Inter College, Mushaf Sargodha Cantt

Website <http://www.fazaia.edu.pk/> | **Field of study** Science - Biology | **Final grade** 994/ 1100

WORK EXPERIENCE

Mian Muhammad Shakeel Adv. Sargodha, Pakistan

Legal assistant

01/07/2021 – Current

- Dealings with Clients.
- Handles confidential information and documents with discretion.
- Maintain proper Record of Clients.
- Provide Administrative Support including Answering Phone calls, Responding to emails, and Preparing Correspondence.
- Proper Operation of Computers.

VOLUNTEERING

23/12/2024 – 23/12/2024 Alkhidmat Foundation Sargodha

Volunteering Orphans Support Program 2024

Management of Annual Fun Gala 2024 for the orphans.

LANGUAGE SKILLS

MOTHER TONGUE(S): Urdu | Panjabi; Punjabi

Other language(s):

English

Listening C2

Reading C2

Writing C2

Spoken production C1

Spoken interaction C1

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

PROJECTS

08/11/2024 – 23/05/2025

Developing Career Counseling Platform based on Artificial Intelligence

A Final Year Project (FYP) in Bs-IT.

A career counseling platform powered by Artificial Intelligence (AI) that can provide personalized recommendations by analyzing individual preferences, skills, interests, and job market trends. This project aims to develop an AI-based platform that offers

career guidance by assessing users' profiles, matching them with potential career options, and suggesting relevant skills and educational resources.

CERTIFICATION

02/12/2020

National Finance Literacy Program for Youth (NFLPY)

Financial Literacy Training Program.

10/2021 – 12/2021

DigiSkills

Freelancing

02/2022 – 05/2022

DigiSkills

Graphic Design

19/09/2024

Pakistan INFORMATION Communication & Press Network of Pakistan

Pakistan RTI Quiz Contest 2024

23/12/2024

Alkhidmat Foundation Pakistan

Managing Fun Gala program for Orphan children.

HOBBIES AND INTERESTS

Sports

Fond of Cricket and Badminton.

Urdu Novels

Used to read Urdu Novels.

Graphics

Love to spend the leisure time in designing graphics i.e. flyers, social site posts, certificates, business cards etc.

HONOURS AND AWARDS

13/12/2024 College of Law, University of Sargodha

Honorary Shield as a Designing Manager

Designing of College of Law Magazine "Jurisprudentia" Edition- I.

SKILLS

Good Knowledge of Microsoft Office: Word, Excel, PowerPoint | Social Media including Facebook , WhatsApp and Twitter | Skype, Zoom, Google Apps | Very proficient computer user

COMMUNICATION AND INTERPERSONAL SKILLS

- **Exceptional Communications and Interpersonal skills**

MANAGEMENT AND LEADERSHIP SKILLS

- **Strong Leadership Skills**

- **Time Management Skills**

OTHER SKILLS

- **Multi Tasking**

Detail-oriented and able to handle Multiple tasks simultaneously.

- **Coperative**

Ability to work independently and as part of a team.

REFERENCE

- **Will be furnished on demand.**