



AIZA MUJTABA

03330208666
aizamujtaba@gmail.com
Islamabad, Pakistan

OTHER SKILLS

- Critical Thinking
- Leadership skills
- Team Collaboration
- Creativity
- Effective Communication Skills
- Time Management
- Multitasking
- Ability to work under pressure
- Strong verbal and written communication skills
- Strong interpersonal skills
- Task Management

LANGUAGES

English 00000
French 0000

CERTIFICATIONS

- AI for Beginners (HP)
- MS Office Specialist Excel (NUST)
- JS and Node JS Certification (NUST)
- Unity GameDev Certification (NUST)
- Data Analysis (Leverify)

Motivated, organized, and results-driven professional with strong problem-solving skills. Thrive under pressure, take initiative, and excel both independently and in team environments to drive success.

WORK EXPERIENCE

Manager - Career Service Office

Capital University of Science and Technology (August 2025 - Present)

Tutor

Allama Iqbal Open University (Dec 2022 – Jan 2025)

Amazon Accounts Executive

CODE INFORMATICS, Islamabad, Pakistan (Aug 2020 – Mar 2022)

Content Executive

CODE INFORMATICS, Islamabad, Pakistan (April 2019 – July 2020)

TECHINICAL SKILLS

- **Project Management Tools** (Asana, Monday.com, Trello)
- **Amazon Seller Central & Vendor Central** Management
- **Amazon Tools:** Keepa, Helium10, Jungle Scout, Buy Box, Insight Leap
- **SEO & Content Optimization:** Keywords.io, Helium10
- **Office Suite** (Excel, Word, PPT)
- **Google Workspace** (Google Sheets, Google Docs, Calendar, Meet)
- **Communication Tools** (Slack)
- **Programming Languages:** HTML, CSS, JavaScript, PHP, C++, Python
- **Data Analysis Tools:** SPSS, Python, Tableau, PowerBI, Looker Studio
- **Design Tools:** Adobe Photoshop, Animaker, Canva

EDUCATION

MS ITL (INNOVATIVE TECHNOLOGIES IN LEARNING)

National University of Sciences and Technology (NUST),

Islamabad, Pakistan (2018-2021)

BS CS (COMPUTER SCIENCE)

Islamia University of Bahawalpur,

Bahawalpur Pakistan (2013-2017)

PUBLICATIONS

- Mujtaba, A. ., Lashari, T. A. ., Anwar Lashari , S., Khan Khattak, M. A. ., Mujtaba, K. ., & Mujtaba, M. (2023). Determining the Effect of Social and Academic Support on STEM Confidence and Learning Environment Among Female Engineering Students in Pakistan. Journal of Technical Education and Training, 15(2), 50-60.
<https://publisher.uthm.edu.my/ojs/index.php/JTET/article/view/11977>