



CAREER OBJECTIVE

A motivated, detail-oriented, and growth-focused professional with a strong commitment to excellence, integrity, and continuous development. I bring a positive attitude, strong work ethic, and the ability to adapt in fast-paced, multicultural environments. I am passionate to work and grow with a progressive organization that offers professional development opportunities where I can utilize my skills and contribute to organizational success through empathy, problem-solving, and collaborative teamwork.

EDUCATION

M.Phil Psychology

Fatima Jinnah Women University, Rawalpindi
2023 – 2024
CGPA: 3.80/4.0

BS Behavioral Sciences

Fatima Jinnah Women University, Rawalpindi
2017 – 2021
CGPA: 3.41/4.0

F.Sc. (Pre-Medical)

Global College System for Girls, Rawalpindi
2014 – 2015
Marks: 761/1100

Matriculation (Science)

Govt. Koh-e-Noor Girls High School, Rawalpindi
2012 – 2013
Marks: 905/1050

TECHNICAL SKILLS/ SOFTWARE & TOOLS

- Microsoft Office (Word, Excel, PowerPoint)
- SPSS
- Canva
- Adobe Illustrator
- Psychological Assessment & Counseling
- Administrative Coordination
- Data Entry & Documentation
- Report Writing
- Scheduling & Meeting Management (Google Meet, Outlook, Zoom)
- Document Handling & Record Keeping

PROFESSIONAL EXPERIENCE

Assistant - Registrar Office

Fatima Jinnah Women University, Rawalpindi | Jun, 2025 - Present

- Supported the Establishment Section in handling recruitment and staffing processes, ensuring compliance with institutional policies and procedures.
- Assisted in drafting, reviewing, and organizing job advertisements, vacancy announcements, and applicant documents.
- Helped maintain and update personnel files, recruitment registers, and confidential HR records with accuracy and attention to detail.
- Screened applications and shortlisted candidate profiles based on eligibility criteria provided by the recruitment team.
- Assisted in scheduling interviews, coordinating assessment test arrangements, and communicating with candidates regarding interview timings and requirements.
- Prepared interview documentation such as attendance sheets, evaluation forms, and candidate assessment reports.
- Supported the verification of academic credentials, professional experience, and reference checks of shortlisted candidates.
- Helped prepare appointment letters, joining reports, and other recruitment-related correspondence under supervision.
- Performed general administrative duties such as filing, data entry, drafting official letters, photocopying, and managing internal communication.
- Gained practical understanding of HR procedures, recruitment cycles, employee on-boarding, and regulatory documentation.

Admissions Assistant - Admission Office

Fatima Jinnah Women University, Rawalpindi | Aug, 2022 - Nov, 2022

- Assisted in the end-to-end admissions process, including application review, student record management, and enrollment coordination.
- Maintained accurate and organized student databases, ensuring confidentiality and compliance with university policies.
- Collaborated with administrative staff to schedule interviews and entrance exams for M.Phil. and Ph.D students.
- Provided prompt assistance and guidance to prospective students and parents regarding admission procedures, eligibility criteria, and required documentation.
- Assisted in the generation of reports and statistics on applications, admissions trends, and enrollment metrics for administrative use.
- Gained hands-on experience in administrative workflows, data management, and interdepartmental coordination within a higher education setting.

SOFT SKILLS

- Effective Communication and Interpersonal Skills
- Problem-Solving & Adaptability
- Strong Organizational & Time Management
- Ability to work Independently & Team Collaboration
- Ability to handle multiple tasks simultaneously.

CERTIFICATIONS

- Pilot Training - Female 1st Responders - Empowering Women
- TF-CBT Web 2.0
- TF-CBT

LANGUAGES

- English
- Urdu
- Punjabi

HOBBIES & INTERESTS

- Photography & Painting
- Reading & Cooking

PROFESSIONAL EXPERIENCE

Psychologist (Intern)

Fauji Foundation Hospital Rawalpindi | Oct, 2020 - Dec, 2020

- Administered psychological assessments and tests under supervision.
- Compiled case histories and maintained detailed patient records.
- Provided counseling sessions addressing emotional, behavioral, and adjustment-related concerns.
- Documented client progress and participated in team case discussions.
- Contributed to research and data analysis for psychological studies.
- Assisted in treatment planning and participated in collaborative case reviews.

Administrative Assistant - Community Work

Pakistan Sweet Home AFP - Islamabad | Oct, 2019 - Jan, 2020

- Assisted in daily administrative operations, including filing, record-keeping, and document management, ensuring accuracy and confidentiality.
- Supported office staff in scheduling meetings, coordinating events, and managing internal communications.
- Prepared reports, presentations, and correspondence for senior management, maintaining professional standards.
- Helped streamline office processes by organizing digital and physical documentation systems for easy accessibility.
- Assisted in coordinating with external partners, vendors, and stakeholders for smooth operational workflow.
- Developed strong organizational, communication, and multitasking skills while contributing to a team-oriented work environment.

Reference and Supporting Credential will be furnished upon request.