

FAIZA BATOOL

+92-313-5175-525.

Email: faizabatoool190@gmail.com

[linkedin: Faiza Chaudhary](#)

OBJECTIVE

Being highly motivated and results-driven professional, alliance with this Fatima Jinnah Women University means comprehensive growth and professional grooming as a career woman to enhance my competence seeking a challenging position to contribute to a collaborative and dynamic team environment.

PROFESSIONAL EXPERIENCE

- Working as ***Handling Marketing Campaigns*** at Hayzel Technologies from Feb 2025 - Present
- Worked as ***Manager Marketing & Social Media*** at Business Incubation Center Fatima Jinnah Women University City Campus-I-RWP from August -December 2024
- Worked as ***Graphic Designer and Social Media Handler*** at Mudzi Coffee (*DBA Gloria Jean's Coffees USA*). Islamabad from December 2023- July 2024
- Worked as ***Graphic Designer*** at SB Media-AAN TV in Creative Department from June – November- 2023.
- Worked as ***Media Manager*** at Public Relations Department, PIA Booking Office, Islamabad from Nov 2022 - Jan 2023
- Worked as ***Coorinator Administrative*** at EFA Montessori & High School, Rawalpindi from Jan 2023-May 2023.
- Apprentice of Current Affairs Department at PTV News , Islamabad. July – August, 2021
- Worked as a ***Marketing Head & Graphic Designer*** at Muntazimeen-e-Mehfil from October 2020-May 2021
- Worked as a ***Marketing Executive*** at ECOPLAST uPVC Windows & Doors from August 2019-July 2020
- Worked as a Data Entry Operator for Government Health Card Scheme, 2019

EDUCATIONAL QUALIFICATION

• **MASTERS IN COMMUNICATION AND MEDIA STUDIES,2020-2022**

Faculty of Arts and Social Sciences,
Specialization – Mass Media
Fatima Jinnah Women University, Rawalpindi

• **BACHELORS OF ARTS, 2017-2019**

Faculty of Arts & Humanities
Subjects - Journalism, Political Science and
Education University of the Punjab, Lahore

• **HIGHER SECONDARY SCHOOL CERTIFICATE (HSSC),2014-2016**

Faculty of Arts & Humanities
Subjects - Computers, Statistics and Economics
Board of Intermediate and Secondary Education (BISE), Rawalpindi

• **SECONDARY SCHOOL CERTIFICATE (SSC),2011 -2013**

Faculty of Computer Science
Subjects – Computers, Physics and Chemistry
Federal Board of Intermediate and Secondary Education (FBI&SC), Islamabad

PROFESSIONAL COURSES

- Completed Three Months Graphics Designing Course from National Training Bureau Ministry of Federal Education & Professional Training, Islamabad from October – December, 2018
- Completed Computer Course from Behbood Association of Pakistan, September, 2016.
- Completed One Week Certificate Course on Strengthening the Role of Women through Political Participation from Behbood Association Of Pakistan, August, 2016.

TECHNICAL SKILLS

• Visual Designer, Social Media Handler, Marketing Coordinator, Managing Website content,Media Management, Team work, • Competently handle Graphic Designer Software Adobe Illustrator,Adobe Photoshop,Canva & Meta Ads etc. • Proficiently handle Video Editing Software Adobe Premiere • Skilled in MS Office, creating/handling PDFs, printing/scanning and managing online portals and social media handles. • Well versed with managing social media reports, news clippings, press briefs and basic video editing.
COMMUNITY SERVICES & VOLUNTEER WORK
• Ambassador of 1st NAQSH Digital Film Festival, Fatima Jinnah Women University, 2022 • Participated in Anti- Corruption Skit Competition Fatima Jinnah Women University, 2022 • Completed Community Work at IMSC School, Islamabad, 2021 • Ambassador of AMCAP, Media Conference at Fatima Jinnah Women University, 2021. • Participated in Capacity Building Session of Constructive Journalism, 2021

PERSONALITY POSITIVES
• Time Management. • Communication Skills. • Innate Creative Aestheticism. • Motivated and Goal Driven Attitude • Adaptable and Flexible yet Professionally Firm and Determined
LANGUAGE PROFICIENCY
• English, Urdu, Punjabi and Pothowari
REFERENCES

- References will be furnished upon request.

END