

Taqdees Fatima



Personal details

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Rawalpindi
46000 Rawalpindi
-  June 17, 1999
-  Pakistani
-  join.skype.
com/invite/wi8cuKgCpBAB

Skills

- Freelancing Skills
- Graphic (canva)
- Microsoft Office
- Microsoft Excel
- Microsoft Word
- Instagram
- Social Media
- Google Docs
- Facebook
- Outlook
- Skype

Profile

I am enthusiastic about working with a growth-oriented organization and contributing to proactive programs where I can utilize my education, skills, and experience. I am reliable, adaptable, and proactive, often seeking new responsibilities and identifying opportunities. My dynamic approach to work ensures that tasks are completed efficiently and effectively.

Education

- International Diploma in Cognitive Behavioural Therapy** Aug 2024 - Feb 2025
ACTD (USA) Fatima Hope & Psychological Center, Rawalpindi, Pakistan
- BS Psychology** Oct 2017 - Aug 2021
Foundation University Islamabad, Rawalpindi, Pakistan
- Roots Girls College** Jun 2015 - May 2017
Roots Girls College, Rawalpindi, Pakistan
- Matric** Jun 2013 - Apr 2015
Iqra Huffaz Secondary School, Rawalpindi, Pakistan

Employment

- Assisstant Psychologist** Jun 2025 - Present
MindDetox by Saba, Rawalpindi
- Credentialing Executive** Mar 2025 - Present
Physician Revenue Group, Rawalpindi
- Call Center Agent (Marketplace Health Insurance U.S Citizens)** Jan 2025 - Mar 2025
Concept BPO, Rawalpindi
- Teacher** Jul 2023 - Mar 2024
Dar-e-Arqam School, Rawalpindi
- Primary Teacher** Mar 2021 - Mar 2023
Concept School of Sciences, Rawalpindi
- Internee Psychologist** Oct 2021 - Dec 2021
Army Special Education Academy, Rawalpindi
- Psychologist** Jan 2024 - Jan 2025
Fatima Hope & Psychological Center, Rawalpindi

Networks and Memberships

- Fatima Hope & Psychological Center** Jun 2024 - Jun 2025
Membership

Microsoft Powerpoint

Gmail

Good listener and communicator

Team-work oriented

Decision-making

Motivated

Languages

Urdu

English

Hobbies

■ Reading Books

■ Writing

■ Art Work

■ Calligraphy

■ Cooking

■ Plantation

Conferences and Seminars

International Conference on Emerging Trends in Psychology

Foundation University Islamabad

Dealing with anxiety issues and essential counselling skills

Foundation University Islamabad

Stress Management Workshop

Light House Center for Mental Wellbeing Rawalpindi

Young People & mental health in a challenging world

Convention Center Islamabad

Psychological Testing & Assessment Workshop

Rawalpindi

Honours and Awards

1st Prize in Quran

Awarding institution: Institute of Space Technology

German A-1

Awarding institution: NUML University of Modern Language

Recognized for Emerging Trends in Psychology

Awarding institution: Foundation University Islamabad

Linguistic Contest (IKLC)

Awarding institution: International Kangaroo Linguistic Contest

Freelancing

Awarding institution: Digiskills Training Program

Graphic Designing

Awarding institution: Digiskills Training Program

Intra Private Schools & Colleges Competition

Awarding institution: Federal Board Pakistan

Awards in Stress Management, Psychological Testing, and Mental Health Workshops

Awarding institution: Foundation University Islamabad

Creative Works

Authored short stories and articles

Contributions to Daily Pak Times

Created personalized art pieces and mastered traditional calligraphy styles.

Organized psychology workshops and participated in international conferences, showcasing leadership and event management skills.