



Nazia Alam

Nationality: Pakistani | **Phone number:** (+92) 3489920041 (Work) | **Email address:** nazia.alam771@gmail.com |

Website: www.insta.com | **Facebook:** www.facebook.com | **Whatsapp:** 3489920041 |

Address: Hunza Gilgit Baltistan, Rawalpindi Pakistan, Pakistan (Home)

● ABOUT ME

Dedicated and detail-oriented education counselor with a strong educational background in sociology. Experienced in guiding students through academic and visa processes, offering personalized advice on career planning, university selection, and helping students with choosing right career, documents preparation. Skilled in Counselling communication, Interview guidelines, relationship management, and compliance procedures to ensure smooth student onboarding and long-term success.

● WORK EXPERIENCE

01/02/2026 – CURRENT Islamabad, Pakistan

Admissions/APPLICATION OFFICER -PTE Pakistan ISLAMABAD

01/12/2025-07/01/2026 Islamabad, Pakistan

Admissions officer -SAUK ISLAMABAD Pakistan

13/02/2023 –01/06/2025 Islamabad, Pakistan

Admissions and compliance Officer -AHZ ASSOCIATES ISLAMABAD

14/03/2022 – 11/02/2023 Islamabad, Pakistan

COUNSELOR -AK CONSULTANTS ISLAMABAD PAKISTAN

01/05/2019 – 01/06/2019 Rawalpindi, Pakistan

INTERNSHIP-SOCIAL WELFARE ORGANIZATION

● EDUCATION AND TRAINING

01/09/2017 – 01/09/2019 Islamabad, Pakistan

MASTERS OF SOCIOLOGY Quaid e Azam University Islamabad

Website <https://qau.edu.pk/>

□ **Research Thesis (Self Medication among Students of Quaid e Azam University)** ●

LANGUAGE SKILLS

- **Microsoft Office package:** Microsoft Word, Excel, PowerPoint, SPSS software ,CRM and Hubspot

HOBBIES AND INTERESTS

Reading

Writing

Research

Sports

Counseling

Book Review

CERTIFICATION

Career Counseling

CV Writing

Personal Branding and Networking

Time Management

