

MUHAMMAD IBTESAM ANJUM

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SUMMARY

Tech-savvy BS graduate combining strong office administration, graphic design, and social media management skills with expertise in counseling and educational consulting. Highly adaptable coordinator adept at leveraging AI and digital tools to optimize workflows, streamline daily operations.

WORK EXPERIENCE

Student Ambassador (Volunteer) – Shaukat Khanum Memorial Cancer Hospital (Jan 2026 - Dec 2026)

- Guided students and visitors during awareness campaigns.
- Promoted initiatives through digital/social media marketing.
- Strengthened community engagement through structured communication.

Canva Graphic Design – Honhaar Jawaan Program, Govt. of Punjab **Dec 2025 – Mar 2026**

- Completed professional certification in Canva Graphic Design.
- Created presentations, marketing content, and digital assets..

Solar Leaf Nanobiotechnology Model (Project Lead) **Mar 2024 – Apr 2024**

- Directed a 6-member team, achieving 2nd place recognition.
- Coordinated tasks and delivered structured presentations.

Freelance Academic & Content Writer **Jan 2023 – Aug 2023**

- Produced academic papers and blog content for international clients.
- Strengthened communication and editing skills under deadlines.

EDUCATION

BS Biotechnology **Oct 2020 - Jul 2024**

Government College University Faisalabad

- Final CGPA: 3.34

Higher Secondary School Certificate (Pre-Medical) **2018 - 2020**

Fazaia Degree College Rafiqui Shorkot Cantt

- Final Grade: 86%, 949/1100

Secondary School Certificate (Science Group) **2016 - 2018**

Fazaia Degree College Rafiqui Shorkot Cantt

- Final Grade: 91%, 998/1100

KEY SKILLS

- Information Management: Handling records, organizing data, compliance support
- Student Counseling: Guiding students, resolving inquiries, structured communication
- Computer Operations: MS Office, data entry, typing accuracy, system handling
- Office Administration: Scheduling, coordination, documentation, time management
- Sales & Customer Service: Relationship building, adaptability, problem-solving
- Digital Tools & Marketing: Canva design, social media management, content creation, Gen AI