



Contact

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Model Town, Islamabad

PERSONAL INFORMATION

CNIC: 61101-7318172-0

Date of Birth: 27th Dec 1995

Blood Group: O+

Religion: Islam

Nationality: Pakistani

Gender: Female

Status: Single

Father's Name: Khalid Farooq

Softwares

MS PowerPoint

MS Teams

MS Excel

MS Word

Google Classroom

ZOOM

SKYPE

Filmora

Canva

Orange HRM

SPSS

Language

English

Spanish

Khushbakht Khalid

International Relations Manager

Dedicated and results-oriented professional with a strong academic background and hands-on experience in administrative, coordination, and educational roles. Recognized for consistent performance, persistence, and the ability to manage responsibilities efficiently in fast-paced environments. Possesses strong communication, organizational, and teamwork skills, with a proven record of supporting institutional operations, coordinating activities, and contributing to organizational goals. Committed to continuous learning and professional development.

Education

○ MBA 2022 - 2024

Capital University of Science and Technology

I completed my MBA with a specialization in Human Resource Management, achieving a CGPA of 3.74. I was also awarded the Dean's Roll of Honour three times in recognition of my excellent academic performance.

○ BBA

2016 - 2020

Fatima Jinnah Women University Rawalpindi

I completed my Bachelor of Business Administration (BBA) from Fatima Jinnah Women University with a specialization in Marketing, achieving a CGPA of 3.43. I was awarded the HEC merit-based scholarship throughout my degree in recognition of my academic performance.

○ HSSC (Pre-Medical)

2013 - 2015

Islamabad Model College for Girls

I completed my FSc in Pre-Medical, earning an A grade. This experience not only gave me a strong foundation in science but also helped me develop discipline, focus, and a love for learning, which have guided me throughout my academic journey.

○ SSC (Pre-Medical)

2011 - 2013

FG Girls Model School Islamabad

I completed my SSC in Pre-Medical, achieving an A grade. This early academic experience helped me build a strong foundation in science and fostered a disciplined approach to learning, setting the stage for my future educational achievements.

Experience

International Relations Manager

Currently serving as the International Relations Manager at Capital University of Science and Technology (CUST), I play a dynamic role in building and managing global academic partnerships. My work focuses on fostering international collaborations through student and faculty exchange programs, and by organizing insightful seminars and guest lectures featuring experienced professionals from around the world.

In addition to coordinating cross-border academic initiatives, I oversee communication with partner institutions, support international students and visitors, and contribute to the strategic development of CUST's global engagement. I'm passionate about creating meaningful international opportunities that enhance cultural understanding, academic growth, and institutional reputation.

Pre- School Teacher

2023 - 2024

The Headstart School GTR Campus, Islamabad

Worked as Pre-School Teacher at Headstart School with a strong passion for early childhood education. During my time there, I focused on creating a nurturing, engaging, and inclusive learning environment where young children could explore, grow, and develop foundational skills through play-based and interactive activities. I was committed to fostering curiosity, creativity, and a love for learning in every child I worked with.

Primary School Teacher

2021 - 2023

The City School PWD Campus, Islamabad

I served as a Primary Teacher and Subject Lead at The City School, PWD Campus, Islamabad, where I designed and developed instructional materials and lesson plans for primary-level students. I taught General Science, Mathematics, Urdu, Islamiat, and Arts, while fostering peer collaboration and cross-curricular integration. In my role as Subject Lead, I conducted classroom observations, coordinated with colleagues to enhance teaching practices, and prepared final examination papers for the northern region of the campus. This experience allowed me to cultivate a passion for teaching, develop engaging and interactive learning environments, and inspire students to reach their full potential while contributing to the growth and success of the school community.

Accomplishments

- Received Dean's Roll of Honor from Capital University of Science and Technology
- Microsoft Innovative Educator Expert (2022–2023)
- Done PGCC from TCS PWD (2023).
- Awarded Most Persistent Employee by TCS PWD (2023).
- Received a Certificate of Recognition and prize money for contribution to the Ministry of Climate Change project "Ghar Ghar Aik Shajar."
- Certificate of Recognition for participation in Entrepreneurial and Capacity Enhancement Training.
- Awarded Employee of the Month by TCS PWD (2022).
- Awarded Performance-Based HEC Scholarship throughout BBA studies.
- Completed internship at Hotel One by Pearl Continental.

Hobbies

- Painting
- Reading novels
- Baking
- Sports
- Exploring new restaurants

Skills

- Customer Relationship Management (CRM)
- Negotiation
- Networking and Relationship Building
- Event Coordination
- Report Writing
- Policy Development
- Collaboration and Partnership Management
- Problem Solving Team Work
- Communication Skills
- Computer Proficiency
- Advanced Teaching Expertise
- Effective Lesson Planning
- Blended Learning

Strengths

- Multi-Tasking
- Punctual & Hard working
- Quick learner & Motivated
- Good Communication and writing Skills
- Meeting Deadlines
- Flexibility & Decision Making