

## AATIKA HANIF

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### OBJECTIVES

Work for an organization which provides me the opportunity to improve my skills and knowledge to growth along the organization objectives

### EDUCATION

#### **BS Public Administration and Governance (2021-2025)**

- ▶ *University of Haripur*
- ▶ CGPA 3.50 (GOLD MEDALIST)

#### **Intermediate (Humanities) (2018-2020)**

- ▶ *H.M.C Girls Higher Secondary School Taxila , Rawalpindi*
- ▶ HSSC 69.4%

#### **Matriculation (Science) (2016-2018)**

- ▶ *GGHSS Usman Khattar, Taxila, Rawalpindi*
- ▶ SSC 71.7%

### CERTIFICATIONS

#### **Data Entry Operator (2<sup>nd</sup> Aug, 2022–2<sup>nd</sup> Nov, 2022)**

POF Welfare Computer Centre (WahCantt)

#### **Professional Skills Development Workshop (5<sup>th</sup> June, 2023–9<sup>th</sup> June, 2023)**

(University of Haripur)

### EXPERIENCE

#### **Internship (1<sup>st</sup> Aug, 2023 – 31<sup>st</sup> Jan, 2024)**

Deputy Commissioner Office (Haripur)

#### **Responsibilities**

- ▶ Handle the citizen portal and send complaints to designated officials.
- ▶ Update daily Prices of basic grocery items of the market.
- ▶ Update daily tasks given by the commissioner office.
- ▶ Assignments and presentations.
- ▶ Diary and dispatch
- ▶ Completed different tasks by using Google sheets and MS office.

**Assistant Admin ( 27th Oct, 2025 - Ongoing)**

Nova City School, Wahcantt

**Responsibilities**

- ▶ Data entry -Communication
- ▶ Record keeping, -Maintenance of files of every student
- ▶ Generate vouchers and registration forms
- ▶ Diary dispatch
- ▶ Record fee collection and handling challans -Proficiency in excel for data management and reporting.

**SKILLS AND KNOWLEDGE ACUIRED THROUGH EDUCATION**

- ▶ MS Office
- ▶ Time Management
- ▶ Team Work
- ▶ Policy Analysis
- ▶ Leadership
- ▶ Communication