

Syeda Rija Rizvi

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Rawalpindi, Pakistan

PROFESSIONAL SUMMARY

Highly skilled and detail-oriented professional with proven expertise in **transcription, quality assurance, content writing, and social media management**. Experienced in delivering accurate transcripts for research and corporate projects, crafting SEO-optimized articles to boost digital visibility, and managing social media content end-to-end—including post creation, caption writing, and performance analysis. Strong background in English Literature and Linguistics, complemented by excellent editing, organization, and time management skills. Adept at research, creative problem-solving, and working under tight deadlines. Fluent in **English and Urdu**, with a commitment to producing high-quality, audience-focused work across digital platforms.

WORK EXPERIENCE

Home Tutor

Jan 2024 – Jan 2026

Self-employed • United Arab Emirates

- Delivered home-based tutoring to students from primary and secondary levels.
- Taught all core subjects, including English, Mathematics, Science, and Social Studies.
- Designed custom lesson plans based on individual student needs and learning pace.
- Improved students' academic performance, confidence, and study habits.
- Assisted students with homework, exam preparation, and concept clarity.
- Maintained regular communication with parents regarding student progress and areas of improvement.
- Used engaging and interactive teaching methods to ensure better understanding and retention.

Transcriber

Mar 2024 – Dec 2025

Datagain Inc. • Remote

- Transcribe audio recordings accurately and quickly, ensuring 100% accuracy of all transcripts.
- Conduct detailed research to verify accuracy of transcripts.
- Develop a system to track progress and ensure deadlines are met.
- Communicate with clients to answer questions and resolve issues.

Social Media Manager

Sep 2023 - Mar 2024

Beacon Innovation • Pakistan

- Created and scheduled social media posts with custom captions.
- Monitored analytics to track reach, engagement, and audience growth.
- Adjusted content strategy based on performance insights.
- Ensured consistent branding and timely updates across platforms.

Transcriber and Quality Assurance

Apr 2021 - Sep 2023

Research & Development Solutions • Islamabad

- Converted audio recordings from field interviews into written transcripts for more than 80 participants; these detailed records enhanced understanding of barriers to accessing essential medical services in underserved communities.

- Transcribed interviews with individuals affected by HIV/AIDS to evaluate treatment awareness and feedback.
- Supervised transcription assignments and monitored transcribers.

Content Writer

Aug 2020 - Sep 2021

HowtoDiscuss • Remote

- Created SEO-optimized articles to improve website rankings and engagement.
- Edited and optimized existing content to ensure accuracy and consistency across all channels.
- Conducted keyword and audience research to ensure content was tailored to target audiences.

EDUCATION

Masters of Philosophy in English literature

Sep 2021 - Feb 2025

National University of Modern Languages • Islamabad, Pakistan

- Completed advanced coursework and an original research thesis.
- Specialized in speculative fiction.
- Developed strong expertise in literary analysis, critical thinking, and academic writing.
- Gained proficiency in independent research and scholarly presentation.

Bachelor of Science in English Literature & Linguistics

Sep 2017 - Aug 2021

Foundation University • Rawalpindi, Pakistan

- Completed comprehensive coursework in English literature, linguistics, and critical analysis.
- Developed strong skills in written communication, language analysis, and literary interpretation.
- Gained a solid foundation in the structure, history, and function of the English language.

SKILLS

- Communication
- Time management
- Organization
- Editing
- Creativity
- Research
- Teaching

VOLUNTEER WORK

Management

FACE (Foundation for Arts, Culture & Education) • Islamabad, Pakistan

- Assisted in organizing and managing cultural and community events.
- Supported event coordination, logistics, and participant engagement.
- Contributed to promoting social causes and community outreach through FACE Pakistan initiatives.

Management

The Society of Pakistan English Language Teachers (SPELT) Conference • Rawalpindi, Pakistan

- Assisted in the organization and management of academic sessions and workshops.
- Supported guest speakers, coordinated event logistics, and helped with participant registration.
- Gained experience in academic event coordination and professional networking.

AWARDS AND HONOURS

Merit certificate

2023

- Graduated with Merit Certificate awarded for outstanding academic performance.
- Completed coursework in literature, linguistics, critical analysis, and communication skills.

RESEARCH ARTICLE

- *Textual Analysis of Danai Gurira's Play "Eclipsed" from the Lens of Simone de Beauvoir's Existentialist Feminist Theory*
- Published in the *Journal of Academic Research for Humanities* (Vol. 3, Issue 1, 2023) — HEC-recognized journal.
- Conducted a critical textual analysis applying Existentialist Feminism to explore themes of marginalization, oppression, and gender inequality.