

Misbah Kanwal

Administrative Officer/
Coordinator /3+ years
experience

Optimistic

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☎ 03089217151

📍 Rawalpindi, Pakistan



EDUCATION

BS Sociology

Fatima Jinnah Women University the Mall
Rawalpindi

09/2017 - 09/2021,

3.27

M. Phil Sociology

Fatima Jinnah Women University Rawalpindi

01/2021 - 11/2023,

3.09

B.ED

Allama Iqbal Open University Islamabad

01/2021 - 01/2022,

2.67

WORK EXPERIENCE

Administration/ Coordinator

The light Schooling System Kallar Syedan

03/2023 - Present,

Rawalpindi/Pakistan

Internship

Social Sustainable Development organization
Rawalpindi

06/2020-09/2020,
SSDO

Rawalpindi, Pakistan

Achievements/Tasks

- Research design, Create awareness social media on different social issues

Contact : 0333 8544442

ORGANIZATIONS

British Council (03/2018 - 01/2020)

Rozen (11/2018 - 12/2018)

Attock Refinery Hospital (07/2019 - 07/2019)

SKILLS

Active Listener

Leadership Quality

Critical Thinking

Team Work

Management
/Punctual

IT Skills /MS Office/SPSS

Content Writing

MS Office /Data Entry

PERSONAL PROJECTS

Executed Social action project on Eradicating Bullying Under the British Council (03/2018 - 01/2020)

Executed community work for Attock Refinery Hospital Morgah Rawalpindi (07/2019 - 07/2019)

CERTIFICATES

3 day training workshop on Gender, Masculinity and Campaign designing. (Rozen Ghar, Islamabad) (11/2018 - 11/2018)

Executed community work for Attock Refinery Hospital Morgah Rawalpindi 2019 (07/2019 - 07/2019)

ACHIEVEMENTS

Research Publication on Perception of teachers about their role as a "Cultural Worker"

LANGUAGES

Urdu

Full Professional Proficiency

English

Full Professional Proficiency

INTERESTS

Book reading

Cooking

Net surfing

Community Involvement

Traveling