



IQRA ABID

SUMMARY

Accomplished BS English graduate with exceptional writing and communication skills. Proficient in creating captivating content and insightful literary analysis. Known for meticulous attention to detail and innovative thinking, delivering clear and compelling communication in every project.

EXPERIENCE

Customer Support Representative

Feb 2022 — Mar 2022

Utilize strong communication skills to provide excellent skills. Accurately used company's software to manage bookings, customer information, and dispatch system.

Virtual Assistant - E-commerce

Mar 2023 — Jul 2024

Collaborate with suppliers and vendors to ensure product quality and timely delivery. Manage and operate an online store, selling products in Canada from Pakistan.

School administrator, Modern Public school, Rawlakot AJ & k

Feb 2025 — Apr 2026

- Provide leadership and set the school's vision and goals
- Oversee teaching, curriculum, and student academic performance
- Manage and supervise teachers and staff
- Ensure student discipline, safety, and well-being
- Handle school budget and resource management
- Manage daily operations and administrative tasks
- Communicate with parents and ensure policy compliance

EDUCATION

MS, IR, Szabist university, Islamabad

2025 — 2027

BS, English, Linguistics and Literature, Riphah International University, Islamabad

2020 — 2024

FSC (Pre-Medical), Punjab College, Rawalakot

2017 — 2019

DETAILS

✉ iqrasyed895@gmail.com

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SKILLS

- Microsoft office suite
- Time management
- Problem solving
- Data management and documentation
- Communication and interpersonal skills
- Organizational and administration skills

LANGUAGES

- English
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- Urdu
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CERTIFICATIONS AND LICENSES

- Teach English Now! Lesson Design and Assessment(Arizona State University)
- Successful Negotiation: Essential Strategies and Skills(University of Michigan)
- Write Professional Emails in English (Georgia Institute of Technology)
- Requirements Specifications: Goals and Conflict Analysis (University of Colorado System)
- Writing Stories About Ourselves (Wesleyn University)
- Getting Started with Essay Writing (University of California