

MAHNOOR MUSHTAQ

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Professional Summary

MBA graduate with experience in project coordination, team management, and cross-functional stakeholder communication. Proven at owning responsibilities end-to-end, maintaining accuracy, and keeping operations running smoothly across fast-paced environments.

Education

NATIONAL UNIVERSITY OF SCIENCES & TECHNOLOGY	Islamabad, Pakistan
<i>Masters in Business Administration (MBA) CGPA: 3.64</i>	2023-2025
NATIONAL UNIVERSITY OF MODERN LANGUAGES,	Islamabad, Pakistan
<i>Bachelor of Studies in English Language and Literature CGPA: 3.72</i>	2017-2021

Professional Experience

NUST Innovation Hub Islamabad, Pakistan
NUST Business Park's initiative to develop and support the entrepreneurial ecosystem

Research Assistant Jan 2025 – July 2025

- Served as the primary point of contact between students, faculty, and industry representatives, ensuring smooth program coordination.
- Collected and analysed data on entrepreneurship programs, translating findings into actionable insights for stakeholders.

VIPP - MICHIGAN STATE UNIVERSITY PROGRAM Islamabad, Pakistan

Pakistan Higher Education Women Leadership Summit under the Visiting International Professional Program

Student Assistant Oct 2023

- Coordinated logistics and communication across a five-day international summit for Michigan State University faculty and 100+ attendees.

SIDDEEQ PUBLIC SCHOOL Rawalpindi, Pakistan

A well-reputed educational institution

Teacher Oct 2021 – Jan 2023

- Managed academic outcomes for 60+ students, adapting approaches based on individual performance data.
- Maintained accurate records and served as the communication bridge between parents and administration.

PEPSICO Lahore, Pakistan

A multinational food, snack, and beverage corporation

Research Intern July 2021

- Conducted a risk assessment of the sales-to-cash process and presented findings and recommendations directly to senior management.
- Awarded Best Project among 50 competing groups for analytical depth and presentation quality.

Entrepreneurial & Leadership Experience

SOZ.PK Remote

An online store focused on reviving the passion for Urdu through contemporary merchandise

Co-Founder, Creative Lead Sep 2019 – Jan 2026

- Co-built Soz from zero to 80K+ followers and 24,000+ customers, taking full ownership of strategy, operations, and execution across 6+ years.
- Managed end-to-end operations including supplier coordination, campaign planning, content, and customer experience simultaneously.
- Led a distributed team of collaborators, establishing processes and communication systems that kept the venture running smoothly at scale.

AMAL ACADEMY Lahore, Pakistan

Education startup funded by Stanford University that teaches professional skills to students and corporations

Career-Prep Fellow

- Completed 150+ hours of structured leadership and professional development training.
- Led an 8-member team for a capstone project from ideation to implementation, earning Best Mega Project recognition among 7 groups.

TCF Summer Camp Rawalpindi, Pakistan

- Supervised and coordinated 18 volunteers across a two-week education camp delivering four structured learning modules to underserved students.

Khud Mukhtaar Rawalpindi, Pakistan

- Designed and led fundraising and merchandising campaigns to generate sustainable income for unemployed women.

Edhi Foundation

- *Co-led a social media fundraising drive raising PKR 300,000 for Pakistan's largest welfare organization.*

Tools

Power BI · MS Office · Canva · Google Suite · Trello · Slack

Honors & Certifications

- *Top 3 Class Rank, MBA, NUST Business School*
- *Best Project, PepsiCo RoshanKal Internship (among 50 groups)*
- *Best Mega Project, Amal Academy (among 7 groups)*
- *Creative Writing, Digiskills (2021)*
- *Microsoft Office Specialist Word 2013, Microsoft (2018)*