



# Areeba Ahmed

Student

## Contact

📍 **Address**  
Rawalpindi

📞 **Phone**  
03173035568

🌐 **Gmail**  
areebaahmed658@gmail.com

## Education

**COMSATS University Islamabad**  
Bachelor of Business Administration (BBA)  
2023-Present

**Milestone College**  
ICS - Computer Science  
2020-2022

## Professional skills

- ✓ Communication
- ✓ Teamwork
- ✓ Leadership
- ✓ Time Management
- ✓ Problem Solving
- ✓ Adaptability

## Technical Skills

- ✓ Microsoft Word
- ✓ Microsoft PowerPoint
- ✓ Canva
- ✓ Internet Research

## About Me

Motivated BBA (Human Resource Management) student at COMSATS University Islamabad with strong communication, teamwork, and organizational skills. Passionate about Human Resources and eager to gain practical experience through an internship while contributing to organizational success

## Work Experience

### COMSATS EVE Marketing Team

- Assisted in planning and promoting university events.
- Coordinated with team members during event execution.

### COMSATS Tech Summit (CTS)

#### Volunteer

- Helped with registration, participant guidance, and event coordination.
- Worked efficiently in a fast-paced environment

### C3 Society

#### Social Media Team Member

- Managed event awareness through social media.
- Collaborated with society members to increase student participation.

## Academic Project

### Student Week Business Project

- Managed a business stall and handled customer interactions.
- Developed teamwork, communication, and customer service skills.

### HR & Organizational Behaviour Projects

- Prepared recruitment and leadership case studies.
- Delivered presentations on business and HR topics