

# MAH NOOR

Islamabad, Pakistan

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## PROFESSIONAL SUMMARY

Highly motivated Psychology graduate with comprehensive exposure to clinical psychology, human resource support functions, administrative coordination, and nonprofit program operations. Experienced in assisting licensed clinical psychologists in structured patient assessments, behavioral observations, and confidential case documentation within hospital environments.

Additionally skilled in HR-adjacent administrative operations including data verification, records management, stakeholder coordination, and organizational communication across academic institutions and NGO networks. Demonstrates strong analytical ability, professional communication, and disciplined execution of documentation-heavy tasks within structured corporate and clinical environments.

Recognized for maintaining strict confidentiality, high attention to detail, and the ability to perform effectively under supervision in both healthcare and corporate-administrative settings.

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## CORE COMPETENCIES

- Psychological assessment support and structured clinical intake documentation
  - Patient history taking and behavioral observation reporting
  - Case file management and confidential clinical record keeping
  - HR support functions: data handling, coordination, and administrative processing
  - Office administration and organizational workflow management
  - Stakeholder communication (hospitals, NGOs, academic institutions)
  - Research support and statistical analysis using SPSS
  - Advanced MS Office (Word, Excel, PowerPoint) and Canva
  - Documentation accuracy, compliance, and information confidentiality
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## EDUCATION

### **Bachelor of Science in Psychology**

Capital University of Science and Technology (CUST), Islamabad

Jan 2020 – Feb 2024

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## **PROFESSIONAL EXPERIENCE**

### **Admin & Communication Intern – Volunteer In Service (VIS) Program**

Feb 2024 – Mar 2024

- Conducted systematic review and validation of 150+ student placement reports ensuring accuracy, completeness, and institutional compliance
- Managed coordination and structured communication with supervisors across 20–30 partner NGOs
- Maintained and updated tracking systems for reporting workflows and documentation monitoring
- Supported administrative verification processes and resolved documentation discrepancies through follow-ups and cross-checking

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### **Content & Documentation Intern – Positive Pakistan Foundation**

Jul 2023 – Aug 2023

- Developed structured written content and formal documentation for organizational communication and reporting purposes
- Designed professional awareness and outreach material using Canva aligned with program objectives
- Assisted in coordination and execution of community engagement initiatives and scheduled activities
- Supported internal record maintenance and improved documentation organization processes

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### **Intern Psychologist – Maroof International Hospital**

Mar 2023 – Jun 2023

- Assisted licensed clinical psychologists in patient intake, structured history taking, and behavioral observation assessments
  - Maintained detailed clinical case notes, therapy documentation, and patient progress records under supervision
  - Observed psychological assessments, diagnostic evaluations, and treatment planning procedures in clinical settings
  - Contributed to organized clinical workflow through accurate and timely documentation support
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## **Intern – Media, History & Cultural Engagement – ISPR**

Aug 2021 – Sep 2021

- Participated in structured institutional workshops and professional training sessions
  - Assisted in documentation and reporting during institutional visits and engagement programs
  - Supported coordination and record-keeping of event participation and institutional activities
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## **CERTIFICATIONS & TRAINING**

- Microsoft Excel & PowerPoint Essentials – Ufone Master Class
  - Career Path Management Program
  - Digital Literacy Workshop
  - Counseling & Child Psychology Training
  - Psychopreneurship Certification
  - CBT, Hypnosis Techniques, Motivational Interviewing (MI), Applied Behavior Analysis (ABA) Workshops
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## **ADDITIONAL STRENGTHS**

- Strong professional communication and interpersonal coordination skills
- Ability to operate effectively in structured, high-responsibility environments
- Excellent attention to detail in documentation and reporting tasks
- Ethical handling of sensitive clinical and organizational information
- Adaptable across clinical psychology, HR operations, and administrative roles
- Strong organizational discipline and deadline management