

SAIMA ASHRAF

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Rawalpindi, Pakistan

Psychology graduate with counselling, clinical and research expertise

Skilled in behavioral observation, counseling support, and community engagement

Strong interpersonal, communication, and crisis management abilities

Dedicated to promoting recovery and mental well-being in community.

EDUCATION

Bachelor (Hons.) Psychology (CGPA: 3.65/4.00) | Gold Medalist **Sep 2021 – May 2025**

Fazaia Bilquis College PAF BASE NUR KHAN— *Affiliated with Air University, Islamabad.*

- **Thesis:** *Impact of zest and curiosity on proactive behaviour and sleep quality among undergraduate students*
- **Relevant coursework:** *Positive Psychology, Counseling Techniques, Psychological Assessment, Health Psychology, Research Methods*

FSc Pre-Medical (74%)

April 2018 – March 2020

Steps College for Girls, Rawalpindi, Pakistan

PROFESSIONAL EXPERIENCE

Student Counsellor | Administrative Officer

April 2023 – February 2026

The Arqam Schools, Kotla Campus Rawat, Pakistan

- Provided academic guidance and counseling to students regarding courses and career pathways.
- Managed student admissions, inquiries, records, and administrative documentation.
- Assisted with HR operations, including recruitment coordination and attendance management.
- Maintained effective communication with students, parents, and faculty to ensure smooth operations.

Community Engagement Volunteer**May 2024 – June 2025**The Volunteer Society, *Rawalpindi, Pakistan*

- Interacted with 100+ individuals during awareness drives on mental health and wellness.
- Delivered clear, empathetic messages to diverse community audiences.
- Built rapport quickly and handled public queries with professionalism.
- Assisted in event coordination and distributed educational materials and giveaways.
- Strengthened confidence in public dealing and interacting with diverse age groups.

Psychology Intern**June 2024 – August 2024**Pakistan Institute of Mental Health (PIMH), *Rawalpindi, Pakistan*

- Assisted in psychological assessments, case history taking, and mental status examinations (MSEs) under supervision.
- Supported therapy sessions for clients with addiction, anxiety, and mood disorders.
- Contributed to rehabilitation plans for children with Autism and ADHD.
- Maintained client documentation and ensured ethical confidentiality.

Psychology Intern**June 2023 – Sep 2023**Islamic Medical Center (IMC), *Islamabad, Pakistan*

- Conducted 25+ psychological assessments and counseling sessions for individualized treatment planning
- Participated in individual and group therapies for clients with addiction and behavioral issues
- Maintained clinical records and provided culturally sensitive, ethical care under supervision.

WORKSHOPS, CONFERENCES & TRAINING**Certified Training Workshops & Conferences in Psychology****Sep 2021 – May 2025**Fazaia Bilquis College, *Rawalpindi, Pakistan*

Cyber Security & Psychology | Public Speaking | Stress Management
Emotional Intelligence | Resilience | Dialectical Behaviour Therapy (DBT)

SKILLS

Clinical: Psychological Assessment, Behavioral Observation, Counseling Support, Case Documentation

Research: SPSS, Data Collection, Survey Design, Report Writing

Interpersonal: Communication, Empathy, Conflict Resolution, Rapport Building