

WORK EXPERIENCE

LOGISTICS COORDINATOR – SOVEREIGN EXPRESS TRADE – 10/11/2025 – Current – RAWALPINDI , PAKISTAN

- Coordinate and oversee shipments and deliveries
- Manage inventory and track orders
- Prepare and process documentation

BUSINESS DEVELOPMENT MANAGER – FLINK FREIGHT LOGISTICS – 28/01/2025 – 01/11/2025 – RAWALPINDI , PAKISTAN

- Driving business growth through strategic market analysis.
- Optimizing logistics and supply chain management for efficiency.
- Fostering strong relationships with clients for business development.

CUSTOMER SUPPORT OFFICER – ZAYUP COMMUNICATION – 16/08/2024 – 28/12/2024 – RAWALPINDI

- Responded to customer inquiries via phone, email, chat, and social media.
- Provided product/service information and troubleshooting.
- Maintained accurate customer records and interaction history.

HUMAN RESOURCE COORDINATOR – HOMETOWN COMMUNITY FOUNDATION – 02/10/2021 – 03/06/2024 – ISLAMABAD , PAKISTAN

- Drive business growth through talent management & employee engagement
- Foster positive & inclusive work environments
- Align HR strategies with organizational goals

COMMUNITY MOBILIZER – GLOBAL UGRAD – 04/06/2023 – 19/12/2023 – ISLAMABAD , PAKISTAN

- Empower female students through awareness & scholarships
- Improve academic outcomes & foster a supportive community
- Drive positive change for gender equality.

COORDINATOR COMMUNICATIONS – KARWAN E PAKISTAN – 04/03/2022 – 03/11/2022 – ISLAMABAD , PAKISTAN

- Served as spokesperson, communicating key messages
- Built strong media & stakeholder relationships
- Managed crisis communications & maintained reputation

EDUCATION AND TRAINING

06/02/2020 – 14/02/2024 Islamabad , Pakistan
BS ANTHROPOLOGY International Islamic university

Main subject / occupational skills covered:

- Political Anthropology
- Research Methodology
- Globalization
- Medical Anthropology
- Food And Nutrition
- Cultural Anthropology
- Applied Anthropology

Field of study Social science (anthropology)

03/07/2017 – 06/10/2019 Azad Kashmir , Pakistan
INTERMEDIATE Boys model science college

Biology, chemistry, physics

Field of study Science (Pre medical)

06/03/2015 – 04/08/2016 Azad Kashmir , Pakistan
MATRICULATION Girls college Azad Kashmir

Biology, chemistry,physics

Field of study Science (Pre medical)

● **LANGUAGE SKILLS**

Mother tongue(s): **KASHMIRI**

Other language(s): **URDU** | **ENGLISH**

● **SKILLS**

Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | Content Writting | Social Media Management - Social Media Ads | Organizational skills and group leadership

● **HONOURS AND AWARDS**

Content writer – Dar -e-Insaniyat: 4 week Internship

1st position in documentary project competition. – International Islamic university

Computer course – IT institute Azad Kashmir

Awareness of drug addiction – Hometown community foundation

Participated in thelesimia and blood donation awareness campaign. – Global Ugrade

IFRC: The World of Red Cross and Red Crescent
