

INSHRA JAVED

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CORE COMPETENCIES

Administration: Records management, scheduling, documentation, deadline tracking, correspondence

Coordination: Student advising, stakeholder communication, application workflow management

Project Management: End-to-end project ownership, milestone tracking, cross-functional collaboration

Data & Analysis: Python, SQL, data reporting, Excel, structured data handling, research methodology

Communication: Simplifying complex requirements for non-technical audiences, report writing, presentations

Tools: MS Office Suite (Word, Excel, PowerPoint), structured trackers, database management

PROFESSIONAL EXPERIENCE

Education Specialist | AAA Overseas Education Specialist

Oct 2024 – Aug 2026

Islamabad, Pakistan | International destinations: UK, Australia, Malaysia, UAE

- Managed end-to-end student application workflows for multiple international destinations simultaneously, tracking deadlines, documentation requirements, and admission statuses across a structured case management system.
- Advised 60+ students and families per month on university selection, eligibility criteria, financial planning, and visa documentation translating complex institutional requirements into clear action plans.
- Maintained accurate and up-to-date student records and progress trackers, ensuring zero missed deadlines across all active cases.
- Liaised with university admissions offices and agents abroad, coordinating information flow between multiple external stakeholders.
- Designed internal documentation templates and tracking tools that improved team-wide consistency in case handling.

Research Assistant – Healthcare Analytics | COMSATS University Islamabad

Jan 2024 – Jul 2024

- Coordinated a structured research project from data collection through analysis, documentation, and reporting, managing timelines and deliverables independently with faculty oversight.
- Maintained detailed research logs, methodology documentation, and version-controlled datasets to ensure reproducibility and institutional reuse.
- Collaborated with academic stakeholders to produce formal research outputs; work was selected for extension by the department.
- Developed a web-based analytical tool to support early clinical decision-making, demonstrating the ability to translate technical findings into accessible, user-facing outputs.

Data Science Intern | COMSATS University Islamabad

Jul 2023 – Sep 2023

- Planned and executed an independent research project within a fixed 3-month timeline, producing a published comparative analysis paper as the primary deliverable.
- Documented all analytical processes and findings for handover — evidencing strong written communication and knowledge-transfer skills.
- Presented results to supervisors and academic panels, demonstrating confidence in formal reporting contexts.

Private Tutor | Self-employed, Islamabad

Mar 2018 – Sep 2024

- Provided structured academic support to students across Grades 1–10, adapting lesson plans to individual learning profiles and tracking progress over time.

KEY ACHIEVEMENTS

- Managed concurrent international student applications across 4 destinations with zero missed deadlines throughout tenure at AAA Overseas.

- Independently designed, built, and deployed two end-to-end analytical web applications during academic training, demonstrating full project lifecycle ownership from scoping to delivery.
- Co-authored an academic research paper on predictive analytics; selected as Research Assistant to extend applied work into a real-world healthcare use case.
- Consistently balanced professional employment, research roles, and academic study simultaneously, demonstrating strong time management and commitment.

EDUCATION

Diploma in Business Administration | UniAthena, UK (Distance Learning)

Jul 2026

Oxford, United Kingdom

BS Bioinformatics | COMSATS University Islamabad

2020 – 2024

Relevant coursework: Data Science, Statistics, Research Methodology, Project Management, Programming, Bioinformatics

CERTIFICATIONS & TRAINING

- Data Science Research Internship — COMSATS University (2024)
- Sleep Efficiency Prediction Project Certificate — COMSATS University (2024)
- Project Management — Great Learning (2024)
- Customer Relationship Management — Great Learning (2024)
- Human Resource Management — Great Learning (2024)

ADDITIONAL INFORMATION

Languages: Urdu (native), English (professional proficiency) | Location: Federal Town, Islamabad