
Sidra-Tul-Muntaha Fareed

House no 087C Block A near water supply tank, KRL Housing Society Kallar Syedan Road Rawat
0315-5950436 | sidrafareed28@gmail.com

Personal Details

- Date of Birth : 02-04-1998
- Marital Status : Married
- Gender : Female

Objective

My main focus is to work with an organization where I can not only gain experience but also polish my skills and improve my learning.

Education

- **Fatima Jinnah Women University, Rawalpindi**
Bachelors in Defense and Diplomatic Studies
1 division
2016-2020
- **Sir Syed Science College for Girls, Tipu Road, Rawalpindi**
HSSC
1st division
2014-2016
- **Sir Syed Public School, Tipu Road Rawalpindi**
SSC
1st division
2012-2014

Experience

- **Darakhshan Rehabilitation Center, Rawalpindi**
Community work
January 2020 - January 2020
- **Inter Services Public Relations**
Internship
June 2019 - August 2019

Skills

- Administrative and Clerical: Data entry, file management, Office administration
- Technical Proficiency: Microsoft Word, Microsoft PowerPoint
- Soft Skills: Time management, Problem Solving, Team management, Punctuality

Achievements & Awards

- Participate in PICCS Conference on Kashmir 2019.
- Participate in Banner competition for Activism Campaign
- Participate in Young Leaders Conference.

Publications

- **Article on CPEC in Parliament Times.**

Languages

- English
- Urdu