

Umm E Habiba

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I worked as an Assistant Manager at a Virtual University campus, over 16 years of experience dealing with students and parents. handle the admissions process and assist students with various issues they face on a daily basis, always strive to provide the best possible solutions to their queries, ensuring they feel supported and guided throughout their academic journey.

Work Experience

ASSISTANT MANAGER

Virtual University of Pakistan CAMPUS(PCKW01)-Chakwal

August 2020 to February 2026

- Academic & Career Guidance
- Proficient in computer use, internet browsing, and professional emailing
- Excellent communication skills
- Provide Counseling & Support
- Key duties involve listening to student concerns
- Record Keeping
- Problem-solving

Assistant Admin

Virtual University of Pakistan CAMPUS(PCKW01)-Chakwal

June 2012 to March 2019

front desk duties, dealing admissions and online form filling,

lab attendant

Virtual University of Pakistan CAMPUS(PCKW01)-Chakwal

December 2009 to June 2011

Mange computer lab and students in lab

Education

Human Resource Management (Specialization)

Virtual University of Pakistan

April 2025 to September 2025

Forensic Psychology (CERTIFACTE COURSE)

Virtual University of Pakistan

October 2024 to March 2025

PSYCHOLOGY (BS)

Virtual University of Pakistan

October 2021 to March 2024

Clinical Psychology (CERTIFICATE COURSE)

Virtual University of Pakistan

October 2019 to March 2020

Positive Psychology (CERTIFICATE COURSE)

Virtual University of Pakistan

April 2019 to September 2019

Theory & Practice of Counseling (CERTIFICATE COURSE)

Virtual University of Pakistan-Virtual University of Pakistan

April 2018 to September 2018

ARTS (Bachelor)

Allama Iqbal Open University

March 2010 to August 2013

Humanities (Intermediate)

Government college for women shahrah-e-liaquat Board of Intermediate Education Karachi

October 2006 to January 2008

SCIENCE (Matric)

Board of Secondary Education Karachi

March 2005 to August 2006

Skills

- Microsoft Office
- Customer service
- Cash handling
- Strong communication, interpersonal, and listening skills
- Administrative experience
- communication skills

Languages

- Sindhi - Intermediate
- Urdu - Native
- Punjabi - Native
- English - Fluent