**Name**

**Cell:** Phone number. **Email:** email@gmail.com

**PROFESSIONAL SUMMARY**

Communications and development professional with excellent strategic, organization, planning and coordination strengths for successful and timely completion of projects. Solution-oriented individual with superior empathy,

interpersonal and communication skills. Self-motivated and confident leader with the ability to identify needs and foster growth.

**EDUCATION**

National Defence University, Islamabad

M.Phil , Peace & Conflict Studies, CGPA- 3.72 (2011-2013) *Research Title: Cultural Barriers to the Role of Women in Institutional Decision Making; Comparative Study of Muzaffarabad and Lahore*

Kinnaird College for Women University, Lahore

B.S (Hons), International Relations, CGPA- 3.3 (2007-2011)

**PROFESSIONAL EXPERIENCE**

**JAZZ PMCL** (Jan 2018 - Present)

*Specialist Internconnect*

 Managing Whitelisted IPs record used for 4G/ LTE services approved by PTA

 Assisting Line Manager/ team for smooth execution of various special project from time to time

 Providing support to Jazz MNP and technical teams for matter pertaining to PMD/ MNP & CRDB

 Preparation of monthly report on interconnect traffic trend analysis for management review

 Performing activities and expediting the process, where required, for acquisition/surrendering of Co- location, Leased Lines and DIUs with PTCL, NTC, SCO and CMOs as per Jazz Engineering requirements

**JAZZ PMCL** (May 2016 – Dec 2017)

*Executive Law Enforcement Agencies*

 Automized the process for provision of critical data to LEAs which resulted in reduction of turnaround time from days to minutes

 Established effective correspondence with PTA which resulted in reduced turnover time for resolving issues like the QoS surveys and customer complaints

 Established relationships with government institutes which resulted in higher revenue generation

 Maintained correspondence with internal/external departments to resolve regulatory matters leading to streamlined operations.

 Devised strategies/plans for the coming year w.r.t corporate affairs and LEAs defining the departmental goals

**SEPLAA(seeds of education, policy & legal awareness)foundation** (Dec 2014 to Oct 2015)

*Communication & Research officer*

 Organized SEW-EGAP women empowerment project creating social and economic impact for women

 Created articles and newsletter for SEPLAA online forums for dissemination of SEPLAA success stories

 Developed social media editorial boards leading to social media marketing for SEPLAA projects.

 Carried out research/reports for SEPLAA UMEED JAWAAN project on social entrepreneurship empowering youth in South Punjab

 Supervised and planned SEPLAA annual internship programs for young students as a summer project

 Created design work for SEPLAA workshops and events including standees, cover pages, online invites etc for SEPLAA profile

**Pakistan Council on China** (Jan 2012 to Dec 2014)

*Content Editor*

 Performed edits with selection; distribution and submission of articles to Chairman.



 Supported Advisory Committee on production and administration of research articles.

 Analysed online material verifying format and content accuracy.

 Proofread material to verify changes made to electronic files and accuracy of formatting.

 Monitored: online media, information sources and social media channels.

**OTHER EXPERIENC**

**United Nations** (Jul 2011 to Aug 2011)

**ES**

*Intern/ Communication Coordinator*

 Disseminate information throughout the UN agencies in Pakistan.

 Communicate with print and electronic media for marketing and information purpose.

 Cover weekly group meetings of the United Nations communication group.

**PAHCHAAN (Protection and Help of Children Against Abuse and Neglect)** (Jun 2009 to Jul 2009)

*Intern/ Marketing Coordinator*

 Coordinate with stakeholders for arranging and sponsoring events throughout the tenure

 Utilizing media including Print, Electronic and Online Media for broadcasting, marketing and promotion of Events.

**SKILLS AND COMPETENCIES**

Article Writing Marketing & PR Data analysis & Research

Blog Posting Event management Film Production & Photography

Forum Discussion & presentation Content Development & Writing Adobe Photoshop

MS Office CSR Arts & Creative Writing

**ACHIEVEMENTS**

 *Workshop on Conflict Resolution and Negotiating Skills by U.S Embassy and Pak-U.S Alumni Network*

*2012.*

 *Leadership Workshop by Personality Quotient 2011.*

 *British Council Active Citizens workshop 2010*.

 *1st National Youth Peace Festival 2010.*

 I*.R Club Panel Discussion on Pak-China Relationship 2010.*

 *Celebrity Camp* for Flood Victims in 2010.

 *Workshop on a Course on Survey of U.S History 2009 by the American Consulate.*