



OBJECTIVE

To leverage my expertise in economics and education within a dynamic organization that prioritizes innovation and growth. I am committed to delivering impactful results, fostering continuous improvement, and contributing to the strategic objectives of the organization. My adaptability and strong analytical skills position me to excel in challenging environments.

PROFESSIONAL EXPERIENCE

EDUCATION

International Islamic University

MS (Economics)
CGPA: 3.7/4.0

Federal Urdu University Islamabad

MSc. (Economics)
CGPA: 3.7/4.0

University of The Punjab

Bachelors in Arts (2nd Division)

SKILLS

- Software Proficiency:** CAD, MS Office (Word, Excel, PowerPoint), SPSS, STATA
- Core Competencies:** Adaptable, quick learner with strong Communication and Interpersonal skills
- Time Management:** Efficient in prioritizing tasks and meeting deadlines in fast-paced environments
- Teamwork:** Collaborative team player with experience in working effectively with diverse teams

CERTIFICATIONS

- M.Ed:** AIU, Islamabad
- B.Ed:** AIU, Islamabad
- PTC Diploma:** AIU, Islamabad
- Photography Training:** Fatima Jinnah Women University, Islamabad

Administration Officer

Electro Resource Enterprises PVT Limited, Islamabad | 2024-till date

- Managed the day-to-day operations of the administrative department.
- Provided administrative support to the HR department, including recruitment, onboarding, and employee data management.
- Prepared and disseminated company-wide communications, including memos, reports, and presentations.
- Maintained accurate and up-to-date records, including company documents, and databases.

Research Associate

D-Mark Company, Islamabad | June-2024

- Conducted in-depth research on various topics, including market trends, industry analysis, and competitor research.
- Analyzed and interpreted data to identify key findings, patterns, and insights.

Research Officer

Framework of Institutional Cooperation Programme (FICP) | 2014-2015

- Conducted in-depth research and analysis on economic policies and institutional frameworks.
- Prepared detailed reports and presentations, summarizing findings for senior management and stakeholders.
- Collaborated with cross-functional teams to develop and implement research methodologies.
- Assisted in the development of policy recommendations to support program objectives.
- Managed data collection and ensured accuracy and reliability of research outcomes.
- Prepare working papers for new, ongoing and completed projects & conduct steering committee meetings.
- prepare presentation for annual meetings both held in Pakistan and Oslo Norway

Intern

Ministry of Planning Development & Special Initiatives | 2013-2014

- Supported the planning and implementation of development projects by providing research and administrative assistance.
- Assisted in the preparation of reports and policy briefs for various government initiatives.
- Participated in meetings and workshops, gaining exposure to strategic planning and public policy development.
- Participating in 1000+ consultative conference and vision 2025
- Prepare material for Annual plan and Year book