



HAREEM JAVED

PROFILE SUMMARY

I am a dedicated, self-motivated, ambitious person having a clear logical mind with a practical approach to problem-solving and a drive to see things through to completion. I am able to work independently and always willing to learn new skills. Successfully created and implemented many projects. Have excellent management and interpersonal skills. In the bigger picture, and in the next five years I would love to do mentoring and leading a team.

CONTACT PERSON



+971523535548



Dubai International City



hareemxheikh38@gmail.com

PERSONAL DETAILS

AGE: 25

GENDER: FEMALE

MARITAL STATUS: SINGLE

NATIONALITY: PAKISTANI

VISA STATUS: VISIT VISA

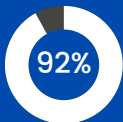
SOFT SKILLS



Critical Thinking



Leadership



Problem Solving



Communication



Time Management



Creativity

LANGUAGES

English



Urdu



Turkish



EDUCATION

B.COM (HONS)

2015 - 2019

EQUIVALENT TO MASTERS

LAHORE COLLEGE FOR WOMEN UNIVERSITY

I.COM

2013 - 2015

PUNJAB GROUP OF COLLEGE



WORK EXPERIENCE

- ACADEMIC TEACHING** Dec 2019 - June 2020
TEACHING EXPERIENCE OF 2 YEARS
MAKING LESSON PLANS, TAKING ASSESSMENTS
- TRAVEL AGENCY** Sep 2020 - May 2021
VISA COUNSELING & STUDENT CONSULTANCY
OFFICE ASSISTANT IN ALL AREAS OF AGENCY
MANAGING CLIENT QUERIES IN AGENCY
HANDLING THEIR ISSUES & COMPLAINTS
COLLECTING THEIR DOCUMENTS FOR PROCESSING
- MARKETING & SALES** Dec 2020 - June 2021
COLLABORATING WITH CLIENTS THROUGH SOCIAL MEDIA
PROMOTING COMPANY RELATED PRODUCTS
PLANNED & EXECUTED COMPANY'S MARKETING STRATEGIES
MONITORED ONLINE TRENDS & CONSUMER PREFERENCES
- CONTENT WRITER/ EDITOR** July 2021 - Oct 2021
BUILDING LANDING PAGES CONTENT
REVISION EDITOR (KOREAN PROJECT)
WRITING MONOLOGUES (KOREAN PROJECT)
SOCIAL MEDIA POST CONTENT & IMAGE CONTENT
RESUME FORMATTING AND EDITING COVER LETTERS
- DATA ENTRY SPECIALIST** July 2021 - Oct 2021
USA BASED PROJECT OF GENERATING LEADS
- FRONT DESK AGENT** Nov 2021 - March 2022
HANDLING ALL OFFICE DUTIES & MANAGING DOCUMENTS
MEETING & GREETING THE VISITORS

PERSONAL PROJECTS

ACTIVE CITIZEN PROJECT

- Group work to contribute in the society welfare

RESEARCH & METHODOLOGY

- Survey -Questionnaire about Mobile Phones

E-BUSINESS PLAN

- For a Newly Introduced product in Market

ENTREPRENEURSHIP

- Created a new innovative product

ADVERTISING & PROMOTION

- Created our own Ad campaign



CERTIFICATES & ACHIEVEMENTS

- Nominated as student of a year
- Awarded Laptop by Prime Minister Scheme
- International Certificate on Essay Writing Contest
- Microsoft Office Specialist Certificates
- Communication Skills and Personality Development Certificate
- CIMAS International Conference Certificate
- Philosophy and the Human Nature ([Yale University](#))
- Script Writing / Fiction Writing Course
- Online CPR Course ([First AID](#))
- Event Management
- Certificate for Participation as a Fashion Model
- Life Coaching Short Course ([E Learning College](#))
- Sustainable Development in Asia and Pacific ([ADB](#))
- IPC for Novel Corona Virus ([COVID-19](#)) ([WHO](#))
- Presenting Work with Impact ([University of Leeds](#))
- Human Rights Course ([Amnesty International](#))
- Freedom of Expression ([Amnesty International](#))
- Introduction to Psychology ([Monash University](#))
- Participated in the open access [Microsoft Virtual Experience Program](#) with Inside-Sherpa



TECHNICAL SKILLS

Statistical Analysis: MS Excel

Documentation: Microsoft Office



VOLUNTEER EXPERIENCE

SOCIAL WORKER

DAR-UL-SHAFQAT

- I seldom visit orphan home and spend my time with the innocent souls to spread happiness.



REFERENCES

WILL BE PROVIDED ON DEMAND