

# 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.

## 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

## 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



## 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