



Sana Ahmed

📍 **Location:** UAE | 📞 +971 55 7696744
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Education

MPhil in Public Policy

Forman Christian College University, Aug 2014 - Aug 2016

- Focus: Public Policy Theory and Analysis, Economics and Public Policy, International Trade Policy

Masters in English Literature

Beaconhouse National University, Aug 2003 - Aug 2005

- Focus: Women's Voices, Script Writing

Bachelor of Arts

Garrison Degree College for Women, Aug 2001 - Aug 2003

- Major: English Literature, Journalism, Applied Psychology
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Certifications

- **IELTS Academic (Band Score: 7.5)**, British Council, June 2023
 - Research Presenter: *Promoting Peace through International Tourism* at Saxion University, The Netherlands, 2017
 - Speaker: *Tourism and Counter-Terrorism Strategies*, Pakistan Tourism Investment Summit
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Professional Experience

Administrator – O Levels

Learning Alliance DHA Campus | Feb 2024 – Dec 2024

- Managing senior school operations, ensuring academic and administrative excellence.

Volunteer Student Counsellor

The Ayat Foundation | Aug 2024 – Present

- Providing mentorship and guidance to students for academic and personal development.

Administrator

Pak Trading Co. | Oct 2018 – Dec 2021

- Spearheading smart energy solutions to address energy crises at the grassroots level.
- Developed marketing strategies and fostered client relationships to expand business reach.

Consultant

Shahid Javed Burki Institute of Public Policy | Jan 2020 – Jan 2021

- Drafted research-based policy briefs and presented fundraising proposals to government officials.

Research Associate

Lahore University of Management Sciences | Apr 2018 – Aug 2018

- Coordinated academic activities, managed social media content, and evaluated program effectiveness.
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Research Associate

Forman Christian College University | Aug 2014 – Aug 2017

- Collaborated on urbanization and migration research and contributed to policy papers on tourism.

Activities Coordinator

Beaconhouse School System | Jan 2013 – Jan 2014

- Organized student activities, fostering teamwork and engagement.

Key Skills

- Organizational Management and Administration
- Effective Communication and Coordination
- Microsoft Office
- Research and Writing

Selected Projects

- Designed a trainee workshop at BIPP to bridge generational gaps in the workplace.
- Authored an evaluation report for the LUMS Summer Trainee Programme.
- Conducted a trade improvement research project for Lahore with Dr. Imdad Hussain.

Publications

- Authored and contributed to newsletters and policy briefs for BIPP.

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