**Tahmina**



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**Objective:**

My objective is to work in a versatile and effective learning environment, where I can groom myself to the fullest. I am a “Lifelong Learner” and I believe learning at any age of stage of life is an essential part of being true to ourselves. I always enjoy my work no matter what kind of job it is, being a loyal employee is always easy for me.

**Work Experience:**

* Content Writer at **Upwork (aka oDesk)**

*From Jan, 2013 to Nov, 2016*

* Teacher at **Maroof Model High School**

*From Mar, 2014 to May 2016*

* Administrative Assistant at **Directorate of Faculty Development and Internationalization**, **Lahore College for Women University**

*From April, 2014 to Oct, 2014*

* Creative development Executive at **Together – Strategic Consultant Company**

*From Sep, 2013 to Jan, 2014*

* Blogger at **defendpakistan.com**

*From March, 2013 to May, 2013*

* Intern at **Centre for Career Counseling and Job Placement- Lahore College for Women University**

*From Feb, 2013 till April, 2013*

* Intern at **Noon Pakistan Limited**

*From July, 2011 till August, 2011*

**Education:**

|  |  |  |  |
| --- | --- | --- | --- |
| QUALIFICATION | YEAR | INSTITUTE | GRADE/CGPA |
| **MS – Marketing** | 2016 | IB&M – University of Engineering and Technology | **3.7** |
| **BBA** (Hons.)  Specialization: Marketing | 2012 | Lahore College for Women University (LCWU) | **3.6** |
| **I.C.S**  (Physics, Maths, Computer) | 2008 | Queen Mary College | **A** |
| **Matriculation**  (Physics, Chemistry, Computer) | 2006 | Knowledge House School System | **A+** |

**Diploma:**

English Language Diploma from **National University of Modern Languages** (numl) in 2013, **A+ Grade**

**Awards and Achievements:**

* **3rd Position in** **MS - Marketing Course** at IB&M, University of Engineering and Technology (2016)
* **Merit Based Award** – Prime Minister National Laptop Scheme (2015)
* **Event coordinator** for Global Conference – Next Generation Voices, organized by British Council and LCWU (2014)
* **Event coordinator** for Job Fair at LCWU (2013)
* **Top scorer, Diploma in English Language** at numl (2013)
* **Merit Based Award** – Prime Minister National Laptop Scheme (2012)
* **Top scorer** at Knowledge House School System - Secondary School Examination (2006)

**Professional Skills:**

* Microsoft Office (MS. Word, MS. Power Point)
* Excellent Communication and Writing skills
* Research skills

**Personal Skills:**

* Hardworking
* Team player
* Efficient
* Socialite

**Lingual Proficiency:**

* English
* Urdu