

NAIMA ZAHEER

Contact

Address:

House 14A, Nisar road
Westridge2, Rawalpindi

Phone:

+92 349 5313702

Email:

Naimazaheer1@gmail.com

Languages

English
Urdu
Chinese – HSK4
Punjabi

Skills

MS Office Expert
Project Management
Initiative
Communication Skills
Problem Solver
Service Focused

Projects

Dialogues System of Humanoid
Robot **SOFIA (HCI)**

Education

MS English literature& linguistics
(current)

Islamic international university
Islamabad.

MS English literature& linguistics
(2020)

National University of Modern
Languages (NUML), Islamabad.

Russian Language Course-2020
National University of Modern
Languages (NUML), Islamabad.

Chinese Language Course-2019
National University of Modern
Languages (NUML), Islamabad.

Pre-Medical-2015

Govt. Degree Model Science
College – Muzaffarabad.

O levels-2013

Khaubaib College - Muzaffarabad

Ambitious and dynamic professional with a passion for taking on new challenges and expanding my skill set. Seeking an opportunity to work in a fast-paced, dynamic environment where I can leverage my ability to quickly adapt to changing circumstances, collaborate with diverse teams, and deliver high-quality results.

CSS Qualified 2023

315 Merit all over Pakistan

Experience

Enfield Royal Clinic- 5/5/2024

Creative Content Writer

- Write, edit, and proofread articles, blog posts, product descriptions, social media updates, newsletters, and other content types.
- Develop content that aligns with the brand voice, style, and tone
- Work closely with the marketing team to develop content strategies and editorial calendars.
- Review and edit content created by other team members or freelancers to ensure clarity, coherence, and correctness.

Inspired Illusions - 11/2022 to 05/2023

Manager Research & Strategy, Islamabad

- Analyzing performance metrics
- Conducting meetings with managers on project.
- Collaborating with portfolio managers, analysts, and stakeholders to develop a comprehensive investment approach that aligns with the company's goal.
- Formulating and implementing an overall strategy for the organization.
- Giving presentations of the projects with detailed research and analysis.

Beydaar Society - 01/2019 to 01/2020

Youth Ambassador, Islamabad

- Work collaboratively with all types of people.
- Develop their passion, enthusiasm, and commitment to supporting all young people in their journey towards employment.
- Promote and uphold the values of equality and diversity and behave in a non-discriminatory manner.
- Interact with young people in an inspiring and engaging way.
- Work as a team to solve problems and come up with new ideas

Muslim Hands (NGO) - 02/2017 to 03/2017

Internship, Islamabad

- Completed clerical tasks such as filing, copying and emailing.
- Organized company files and created support system.
- Decrease workload and increase productivity of account managers.
- Answered incoming telephone calls.
- Collaborated in team to solve issues, leading to Result. Helped with ad support, including managing, coordinat and sorting mails.

PICS institute (CSS) 2021

- Teaching current affairs, international relations and English Essay.
- Devising plans and timetables for assessment and practice sessions.
- Making Visual Charts & Presentations for impact studies.

Green Hills Science College Muzaffarabad (Nov 2021 - Aug 2022)

- Teaching and assessment based on new techniques.
- Collaboration and communication with colleagues, parents, and other professionals to