



Fatima Naeem

I can work independently using my own initiative or as part of a team.

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📍 Lahore, Pakistan

EDUCATION

Masters in Business Administration

University of Punjab

2019 - 2021

Lahore

- Innovation & Management

Bachelor in Business Administration

University of Engineering & Technology

2012 - 2016

Lahore

- Human Resource & Management

Intermediate (I.COM)

Board of Intermediate & Secondary Education

2009 - 2010

Lahore

- Commerce

Matriculation

Board of Intermediate & Secondary Education

2007 - 2008

Lahore

- Science

WORK EXPERIENCE

Coordinator

KICS UET

07/2018 - 03/2021

LAHORE

- Documentation for Pre & Post Books of International Events
- Arrange Meetings in Department for Events Related Management
- Preparation of Meeting Minutes
- Preparation of Statistical Data Sheets
- Content Writing of Websites for International Events
- Coordination & Collaboration with Teams, Departments and National & International Faculty Members

Job Counselor

Centre for Economics Research in Pakistan

09/2021 - 01/2022

- Managed inbound & outbound calls
- Identifying responses, answering questions and providing relevant responses to issues
- Enter, updated and verified data using multiple forms
- Comply with data integrity and security policies

References

References will be provided on demand.

SKILLS

Microsoft Office

SPSS (Statistical Package for the Social Sciences)

EasyChair

Editor's Assistant (EDAS)

Familiarity of ERP

Familiarity of AMOS

PROJECTS

TECHNOLOGY DEVELOPMENT FUND (TDF)

- Managed IEP-Annual Meeting 2018
- Managed IEEE-International Conference on Open Source System & Technologies 18-19
- Managed IEEE-International Conference on Energy conservation & Efficiency 18-19

CERTIFICATES

Certificate of Winning Idea Exhibition (2015)

IB&M UET, LAHORE

Certificate Awarded for Event Management (2016)

IB&M UET, LAHORE

Certificate of Managing ICOSST (2018 - 2019)

KICS UET, LAHORE

Certificate of Managing ICECE (2018 - 2019)

KICS UET, LAHORE

Certificate of Managing IEP-Annual Meeting (2018)

UET, LAHORE

Certificate of Managing National Workshop On Energy Efficiency & Conservation (2019)

With Collaboration KICS CERAD UET & PEECA

LANGUAGES

Urdu



English



INTERESTS

Book Reading

Content writing

Participation of Workshops & Seminars

Painting