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# JAMEELA ZAHAR | COMPUTER ENGINEER | PROJECT COORDINATOR

Allama Iqbal town, Lahore | +92 335 9099923 | Jameelazahararf@hotmail.com

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## PROFESSIONAL SUMMARY

Dynamic Project Coordinator with a year of hands-on experience in the fast-paced world of two innovative software houses. Adept at driving project success through meticulous planning, precise scheduling, and seamless team coordination. Known for unwavering commitment to delivering projects within defined timelines and scope, always with an eye for detail. Eager to leverage my project management expertise to elevate your team's achievements.

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## CORE COMPETENCIES

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|------------------------------------|--|
| ✓ Ethical and Professional Conduct | ✓ Time Management & Team Collaboration   |
| ✓ Reporting and Documentation      | ✓ Adaptability & Problem-Solving         |
| ✓ Client/Stakeholder Relations     | ✓ Communication & Organizational Skills  |
| ✓ Technology Proficiency           | ✓ Resource Management & Project Planning |

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## PROFESSIONAL EXPERIENCE

### Tricosmic

**Project Coordinator | 31 July, 2032**

- As Project Coordinators I am responsible for ensuring the schedule, budget, and details of a given task are well organized
- We communicate with various departments to keep everyone on board about any changes to the project plan.
- In addition, I organize reporting, plan meetings and provide updates to project managers.

### Tx Dynamics

**Project Coordinator | August, 2023**

- Built and maintained websites for clients through various online platforms
- Created and tested applications for websites
- Created guides to document the processes and maintain business continuity

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## RELEVANT PROJECTS

### SIYAHAT (FYP)

**FYP Web & Mobile Application| July-November 2021**

- Our proposed system is a web-based application that will provide a is a web-based & Mobile application that will provide a platform for entrepreneurs.
- It will provide a facility for the entrepreneurs to provide their servers, Moreover, our system will also allow Travel Companies to contact to admin through emails.
- Travelers will see packages according to their budgets, as well as give their reviews

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## EDUCATION

**2018 - 2022 | Hajvery University**

Bachelor of Computer Science - Computer Engineering

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## PROFESSIONAL EXPERIENCE

### WorldCall Business Solution

#### Project Coordinator | 1st Nov, 2032 - Present

- Responsibilities:
  - Project Support: Assist the Project Manager in planning, executing, and closing projects. Provide administrative support to ensure project goals are achieved within deadlines and budget.
  - Documentation: Prepare Technical project documentation, including project plans, use cases, Project Flows, meeting minutes, and status reports. Keep records organized and accessible for reference.
  - Communication: Facilitate communication within the project team. Schedule and organize team meetings, prepare agendas, and document discussions. Ensure stakeholders are informed about project updates and changes.
  - Quality Assurance: Assist in monitoring project deliverables for quality. Testing of products in coordination with development team.
  - Resource Management: Coordinate project resources, including personnel, materials, and equipment. Assist in resource allocation and track resource usage to optimize efficiency.
  - Reporting: Prepare regular project status reports for review by the Project Manager. Summarize project progress, challenges, and achievements. Contribute to comprehensive project evaluations.
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# Jameela Zahara

## Computer Engineer & Project Coordinator

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📍 Allama Iqbal Town, Lahore

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**Dear Hiring Manager,**

I am writing to express my strong interest in joining your esteemed organization. As a highly motivated and adaptable professional with a background in computer engineering and project coordination, I believe I can contribute effectively to your team's success. Throughout my career, I have honed my skills in project management and have gained valuable experience working in dynamic and fast-paced environments. My ability to meticulously plan, execute precise scheduling, and coordinate teams has been pivotal in delivering projects on time and within scope. I understand the importance of maintaining clear communication with clients and stakeholders to ensure project alignment and successful outcomes.

My experience at Tricosmic and TX Dynamics has equipped me with a strong foundation in technology proficiency, allowing me to navigate various online platforms and create and test applications for websites. I have a proven track record of documenting processes and maintaining business continuity, further underscoring my commitment to delivering results and achieving project goals.

One of the key strengths I bring to the table is my adaptability and problem-solving skills, which have enabled me to overcome challenges and find innovative solutions to complex issues. I am well-versed in time management, team collaboration, resource management, and project planning, all of which are essential in ensuring project success.

My educational background includes a Bachelor of Computer Science in Computer Engineering from Hajvery University. During my academic journey, I had the opportunity to work on the SIYAHAT project, a web-based and mobile application designed to provide a platform for entrepreneurs and facilitate communication between travel companies and users. This experience enhanced my communication, organizational, and ethical conduct skills, reinforcing my commitment to professionalism.

I am excited about the opportunity to bring my skills and expertise to your organization and contribute to your team's achievements. I am confident that my dedication, attention to detail, and passion for project coordination make me a valuable asset for any position in your company.

Enclosed is my resume for your review, which provides further details of my qualifications and experiences. I would welcome the chance to discuss how my skills align with your organization's needs in more detail. Please feel free to contact me at +92 335 9099 923 or via email at Jameelazahararf@hotmail.com to schedule an interview.

Thank you for considering my application. I look forward to the possibility of working with your team and contributing to your continued success.

**Yours sincerely,**

*Jameela  
Zahara...*

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