



# MEHAK MIRZA

ENGR | EDUCATIONIST | WRITER |  
BLOGGER | ARTIST | COUNSELOR |  
ENTREPRENEUR

## PROFILE

I'm a passionate person who truly believes in hard work. My urge to explore is the key to success throughout my entire career. Being self-motivated and consistent towards whatever I do have made me the person I'm right now. It's more than 4 years of restless struggle to achieve what I've been dreaming.

## EDUCATION

**BACHELOR IN COMPUTER SYSTEM ENGINEERING**  
Mehran UET Jamshoro | 2013 - 2016

**DIPLOMA IN EARLY CHILDHOOD EDUCATION**  
Sindh Technical Board | 2018 - 2019

## GET IN TOUCH

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## EXPERIENCE

### 2020 - 2021

#### CREATIVE CONTENT WRITER

QMS Digital | Dec 2020 - March 2021

I've written copies for social media posts, websites, and print media. My job was to manage content calendars, proofread overall publishing content and write campaign-based portfolio presentations.

### 2019

#### CAREER COUNSELOR

Aptech Computer Education | January 2019 - March 2019

Being a career counselor, I have conducted workshops on freelancing and awareness programs to guide people regarding selecting the required field of education. I've managed social media handlers in context to marketing. I've organized social event at the city level to boost engagements with Aptech.

### 2018 - 2021

#### FREELANCER

Fiver, Upwork, Pakistan Freelancer | October 2018 - Currently

I've been working as an Academic, Website, and SEO-friendly Content Writer.

### 2017 - 2018

#### ENGLISH TEACHER

The City School | August 2017 - November 2018

I've taught English, Social Studies, Islamiyat, and Arts. I was the house in-charge, Linguistic Club, and Board Games member where I performed relevant duties throughout the academic sessions.

### 2017 - 2017

#### HISTORY & SCIENCE TEACHER

The Vision School | March 2017 - July 2017

I played the role of mentor to introduce various modern teaching methods for interactive classrooms. I trained my students to write freely and compile portfolios of activities. I organized a Science exhibition where students created their mini-projects.

## WRITING SKILLS

- Articles and Blogs
- Copywriting
- Academic Writing (Thesis, Reports, Assignment, and Research Papers.)
- Website Content
- SEO friendly Content
- Creative Writing (Story, Poem, Dialogue Writing, Scriptwriting, Persuasive Writing, Autobiography. Essay, Summary, etc.)
- Social Media Content
- Affiliated Content

## ART SKILLS

- Painting
- Sketching
- Mandala
- Calligraphy

## SEO

### In-Page

- Keyword usage
- Content-Length
- Image optimization

### Off-Page

- Social media engagement
- Sharable content etc

## SOFTWARE SKILLS

- MS Office
- WordPress
- Canva
- Programming Softwares

## INTERPERSONAL SKILLS

- Communication
- Presentation
- Leadership
- Management

## OTHER SKILLS

- Digital Marketing
- Beauty Consultant
- Content strategist

## INTERNSHIP

2020

### CREATIVE CONTENT WRITER

The Meraki Magazine | August 2020 - October 2020

I've done an online internship where I wrote SEO friendly articles.

## CERTIFICATION

### BERLITZ ENGLISH LANGUAGE

Certified | 1st Position Holder

### MEHRAN UET JAMSHORO | BIG DREAM

Certified | 2nd Position Holder

### APTIS BRITISH COUNCIL | THE CITY SCHOOL

Certified | B2 level

## WORKSHOPS

### CRITICAL THINKING FOR ENGLISH CLASSROOM | BRITISH COUNCIL

### DATA SCIENCE & GROWTH MINDSET | IBMZ

### FACEBOOK MARKETING | FEMPROW

## TEACHING SKILLS

- Curriculum Planning
- Lesson Planning
- Activity-Based Learning
- Classroom Management
- Worksheets Design and Development
- Modern Teaching Methods

## HOBBIES

- Reading
- Writing
- Blogging

## LANGUAGES

- Urdu
- English
- Sindhi