**Savera Arshad**

[**saveraarshad30@gmail.com**](mailto:saveraarshadabtach711@gmail.com)

**0345-2948336**

***Basics***

* Have good basic technical skills of how to use google forms, google docs and spreadsheet + skype.
* Able to analyze and report bugs in a detailed manner.
* Able to research on the internet and compare different solutions.

***Qualification***

* St. Joseph’s College for Women – I. Com (2018 - 2020)
* St. Paul’s English High School – Science (2006 - 2018)

***Skills***

* Public Speaking.
* Social Skills.
* Communication.
* Adaptability.
* Teamwork.
* Time Management.
* Active Listener.
* Collaboration.
* Event Organizing/Management.

***Achievements***

* Certificate for participating in 2nd All Karachi Bilingual Declamation Competition held at Habib Public High School.
* Certificate for Volunteering Services at St. Joseph’s College.
* An active member of Sports Society at St. Joseph’s College.

***Experience***

- Served as a Back Office Email Specialist at Systems Limited (from June, 2020 to Nov 2020)

- Served as an Associate Executive Content Writing at Abtach Ltd. (from Dec 14, 2020 to April 12, 2021)

- Serving as Business Development Executive at PRO Source (from April 19, 2021 till August 2021)

- Worked as a Freelance Content Writer (from August 2021 till Dec 2021)

- Served as an eBook Writer Executive at Olive Digital (from Dec 27, 2021 till Sep 14, 2022)

- Serving as a Senior Executive Writing at TechMatter (Pvt) Ltd. (from Sep 12, 2022 till date)

***Languages***

* English
* Urdu
* Punjabi

***Reference***

Will be furnished upon request.