

# ZAKIYA GULISTAN



## CONTACT



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## OBJECTIVE

Obtain a challenging leadership position applying creative problem solving and lean management skills with a growing company to achieve optimum utilization of its resources and maximum profits.

## SKILLS

- Good Communication
- Analytical abilities
- Logical thinking
- Problem solving
- Efficient management
- Efficient Technology use
- Professional use of MS office

## INTERESTS

- Reading
- Writing
- Poetry
- Traveling
- Hiking
- Driving

## ACTIVITIES

- Reading • Creative Writing • Travelling
- Internet surfing

## EDUCATION

### AJK university

BS Honors in English Literature and Linguistics  
A

2022

### Govt Higher secondary school Noserry

Intermediate  
A

2018

### Govt Girls High School Noserry

Matric  
A+

2016

## EXPERIENCE

### Journalism and Media

Reporter, Voice over artist

2019 - 2022

I worked there as an office manager, accounting and auditing department in bureau office of a satellite news channel. Besides this I have been a reporter and a voice over artist for the different news packages and documentaries.

### The Educators

English Teacher

Sep 2021 - Sep 2022

I worked here as a senior English teacher, and language trainer to the faculty.

## PROJECTS

### Research Study

I conducted a research study regarding the errors made by second language learners in parts of speech of English language.

### Research Project

I did a research project in the analysis of features of job appointment letters as a professional genre.

## LANGUAGES

### Urdu

Excellent

### English

Excellent

### Hindko

Good

## CERTIFICATIONS AND REWARDS

### English Works US alumni network

240 hours professional English Language training

### Best Performance award in academics

2018-2022

### Best performance in literary activities (2022)

Anchor and participant in Drama Festival held by AJK university

Signature: \_\_\_\_\_

Zakiya Gulistan