
Academic Qualifications

2024	BS Economics	Institute of Business Administration (IBA)
2020	A-levels	Pakistan International School Jeddah – English Section(PISJ-ES)

Certifications

Karachi.AI - Certified Data Analyst (4 months)

(Jan 2024 - May 2024)

(SQL, Python, NumPy, Pandas, Inferential Statistics, R-Studio, Sci-kit learn, Tableau)

- Expert in Python and SQL for impactful data analysis, facilitating informed decision-making through robust dataset cleaning.
- Proficient in end-to-end Data Science project execution, incorporating Machine Learning in Python, and adept at compelling data visualization and storytelling with Tableau.

Coursera - Getting Started with Power BI Desktop

Work Experience

Center for Executive Education (CEE) IBA – Executive Assistant

(Nov 2023 - Jan 2024)

IBA's venture into empowering careers & organizations through customized & open-enrolment executive training.

- Spearheaded the seamless administration of diploma classes, optimizing the educational experience through effective teacher scheduling, classroom preparation, and student issue resolution.
- Spearheaded the creation of detailed reports, utilizing advanced data analysis and graphing techniques. These reports surpassed stringent standards set by the organization.

Osmani & Company (Pvt.) Ltd – Research Associate / Consultant

(May 2023 – June 2023)

Established in 1960 at Karachi, largest and most reputed consultancy organizations of Pakistan.

- Authored 8 comprehensive **deliverables** with the interpretation and analysis of complex architectural and engineering drawings.
- Excelled in synthesizing extensive, **250-page deliverables** into concise, easy-to-understand summaries, effectively communicating technical information to both specialized and non-technical audiences.

Institute of Business Administration (IBA) – Event Planner

(Jul 2022 - Aug 2022)

A business school into an institution offering interdisciplinary programs at undergraduate and post graduate level.

- Involved in planning a **3-day event** for the new batch of students making sure each activity was feasible.
- Planned and executed a successful flash mob performance, including recruitment and training of participants while leading the training to ensure synchronization and smooth execution.

Ali & Associates – Project Intern

(March 2022 – May 2022)

One of the top leading law firms specializing in Intellectual Property Laws and Litigation cases.

- Conducting research using various sources, including government journals, newspapers, and websites, to identify 5 new potential clients for the firm.
- Assessing clients' brands for potential security gaps and recommending appropriate services to protect them from illegal activities by creating comprehensive presentations that showcased our services and effectively sold them to potential clients.

AmaanatDaar Welfare Trust – Graphic Design Intern

(Jan 2022 – March 2022)

A non-profit organization with initiatives to ensure the wellbeing of every Pakistani Citizen.

- Designed and curated posters for social media for marketing purposes and improving older poster to current standards of the organization.
- Created artwork for the renovation made posters to make the work environment more colorful.
- Advertise clients on upcoming events by filtering those who are eligible and individually contact them while confirming that they have received the message.

Extracurricular Activities

(PISJ-ES) Sports Festival - Human Resource Manager

(Jan 2020)

- Successfully ran a **5-day** event managing food stalls. Filled vacant position in stalls by searching for candidates around the campus, interviewing them and picking the suitable candidates assigning roles appropriately.
- Trained workers on how to communicate with customers, maintain proper hygiene and cleanliness within their own stalls and properly managing their workplace.
- Looked for replacements for contingencies for any roles not in full working capacity or any absentees.