

Mahnoor Habib

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OBJECTIVE:

Ambitious and self-motivated individual seeking a role that offers opportunities for growth, learning, and professional development. With a hunger for knowledge and a strong desire to succeed, I am eager to contribute my drive, creativity, and determination to make a significant impact and drive meaningful change within the organization

QUALIFICATION:

Bachelors:	BS Political Science
2023	Department of Political Science, International Islamic University Islamabad.
Intermediate	BS (HONS PART 1-2)
2018	I.M.C.G F7/2 Collage Islamabad
Matric	I.M.C.G G9/2 Islamabad
2016	

COURSE:

Graphic Designing Course	BIC micro emerging IIU
Chinese Language Course	National University of Modern Language, Islamabad

WORK EXPERIENCE

- 9 month experience as virtual assistant in Nsol Bpo. (Social Media Management, Graphic Designing, Administrative task)
- One month Internship for Organizing International and National conferences at Iqbal Institute of Research and Dialogue, International Islamic University Islamabad in December **2022**.
- **Currently, working as Head of Graphic Designer in Muawwin-e-Ujala Islamabad (NGO) from April 2019 till date.**
- Served as **Digital marketer in Growbiz network from October 2022, March 2023**
- 6 month Experience in Sarmaya Microfinance as Customer Service representative.

VOLUNTEERING

- 1) Currently serving as **Head of Graphic Designer at Muaawin (NGO)** from January 2019 till date.
- 2) Working as **Member of Community welfare society** at International Islamic University Islamabad from March 2022 till date.
- 3) Working as **Organizer** at the **students' activities office**, International Islamic University Islamabad.

SEMINARS, CONFERENCES & ACTIVITIES ORGANIZED

- Organized **spring gala 2023** as Student Organizer at International Islamic University Islamabad.
- Organized two-day **international conference on Nation Building in Pakistan, prospects and Challenges** at Iqbal institute of research and dialogue IIUI.
- Organized **IIUI Extravaganza 2023** as Student Head Organizer at International Islamic University Islamabad.
- Organized one-day seminar on **Pakistan marine time security agency role in security and economy of Pakistan** at Iqbal Institute of Research and Dialogue IIUI.
- Organized one-day seminar on **commemorating solidarity with Kashmiris** by Iqbal Institute of Research and Dialogue IIUI.
- Organized **spring gala 2022** as Student Head Organizer at International Islamic University Islamabad.
- Organized the first **International Conference on Peace** at Islamic research institute, International Islamic University Islamabad
- Organized **seminar on Quaid's Vision** Organized at Iqbal institute of research and dialogue IIUI.
- Organized **Panel discussion on Climate Change as a non-traditional security threat to Pakistan** by department of political science and International relations, International Islamic University Islamabad

ADDITIONAL SKILLS

- Proficient in Microsoft office Suite (Word, Excel, PowerPoint)
- Expert in Social media Management, Graphic designing.
- Familiarity with web design principle and basic Adobe Illustrator.
- Strong understanding of political systems and processes
- Excellent analytical and critical thinking skills
- Proficient in conducting research and synthesizing information

LANGUAGES

- English
- Urdu

