

## Maryam Ikram

Permanent Address: House #315 Mohallah Shikari Ahmad Pur East District Bahawalpur

**Present Address** :576 Street 4 Shahzad Town Park Road, Islamabad

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### OBJECTIVE:

To work in dynamic and reputed organization to excel and prove my abilities and knowledge in a manner beneficial to both, the organization and own self development and to enhance my professional skills in a dynamic and fast paced workplace.

### EDUCATION:

MS (HRM)	2019	Riphah International University, Islamabad.
BBA (Hons)	2014	COMSATS Institute of Information Technology, Islamabad.
FSC (Pre- engineering)	2010	Government Girls Degree College Ahmad Pur East
Matric (Science)	2008	F.G Abbas Public School Dera Nawab Shahib, Ahmad Pur East

### WORK EXPERIENCE:

#### **Comsats University Islamabad (CUI)** Islamabad, Pakistan

##### *Research Associate*

During this period, I'm presently working here as a research associate.

- Assisting Associate professors in various subjects; Macroeconomics, business finance and HRM.
- Working with NBEAC committee
- Assisting in-charge undergraduate programme in different tasks i.e; course registration of students, timetable of semester and course allocation.
- Attending seminars and conferences.
- Performing invigilation duties and other tasks assigned by HOD.

## **JumpStart Pakistan** Islamabad, Pakistan

### *Coordinator*

During this period, I have conducted 3 events and I am handling social media for marketing too.

- Entrepreneurial movie night
- Leaders track
- Change Pakistan Conference 2015

## **US AID , Pakistan Reading Project** Islamabad, Pakistan

### *Internee*

During internship I am responsible for these tasks:

- Data entry in PRP DB software
- Data compiling and readjustment
- Printing
- File completion
- Tagging

## **ONE UN Joint Programme On Environment** Islamabad, Pakistan.

### *Internee*

During internship I am responsible for these tasks:

- Assisting the Admin and Finance department in the daily administrative and finance activities
- Reformatting various MS Office documents for ease of viewing and understanding

## **Oil and Gas Development Limited Company** Islamabad, Pakistan.

### *Attachment)*

During attachment I am responsible for these tasks:

- Import department
- Accounts payable department
- And in other departments

## **SKILLS:**

- Ability to work in a team.
- Strong communication skills and leads team members in many projects.
- Highly motivated to work and hard working.

- MS Word, Power Point, MS Excel, Outlook online search and mailchimp.

## **HONORS & AWARDS:**

- Organized a **One day event “Boys Vs Girls”** at COMSATS Institute of Information and Technology, Islamabad.
- Conducting a **Two days exhibition “Dresses, Handmade laptop covers and Accessories”** at COMSATS Institute of Information and Technology, Islamabad.
- Organized a **One day seminar on “Accounting and Auditing”** at COMSATS Institute of Information and Technology, Islamabad (On 15th April, 2011).
- Attending **One day training on “Leadership”** at COMSATS Institute of Information and Technology, Islamabad (On 24th April, 2011).
- Participating in **“Rift 2011 NUST ADVENTURE CLUB”**
- Participating in **“French Collage Competition ”** during student week, fall 2013 at COMSATS Institute of Information and Technology, Islamabad.
- Participating in **“CIIT Girls Hostel, Light and Night event ”** held on 2<sup>nd</sup> March 2013
- Participating in **“CIIT Girls Hostel, Cricket Match event ”** held on 3<sup>rd</sup> March 2013.
- Participating in **“CIIT Girls Hostel, Golden Night event ”** held on 11<sup>th</sup> April 2014.
- Attending seminar at Islamabad Stock Exchange (On May, 2014 )
- Attend different Seminars related to business and marketing.

## **PROJECTS:**

- Project on feasibility report of project (Indoor Sports Club).
- Project on Pakistan Electronic Media Regulatory Authority.
- Project on Sexual Harassment.
- Project on New Product Development in Market.
- Develop a website using HTML software.
- Project on business plan of Event Management Company.
- Project on ratio analysis Nishath Textile Mill Limited.
- Comparative and Index analysis of Nishath Textile Mill and Gul Ahmad Textile Mill.
- Work on KSE 100 index data.
- Collect money for flood affected people in 2010.

## **PERSONAL INFORMATION:**

**Father Name:** Ikram-Ul-Haq

**Date of Birth:** 29<sup>th</sup> December, 1993

**Gender:** Female

**Marital Status:** Single

**Language:** Urdu, English, Punjabi and French (Basics)

## **REFERNCE:**

To be furnished on request.