



Aleeza fatima

Business Graduate

I am hard working, adaptable, trustworthy, and very good at keeping my word. Over the course of my studies , I have developed strong writing skills, enjoy collaboration. I am a responsible team player who can easily adjust to any difficult circumstances. I can work well both in a group setting and on my own initiative..

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EDUCATION

Matric

Daanish school Jand

03/2015 - 03/2017

85%

Fsc

Daanish school Jand

03/2017 - 03/2019

87%

BBA

Namal university Miawali

08/2019 - 07/2023

80%

WORK EXPERIENCE

Virtual assistant

jazz

10/2022 - Present

Achievements/Tasks

- Emails writing
- Analyzing reports
- content creation

Graphic designing

fiverr

01/2023 - Present

Achievements/Tasks

- Designing logo
- business card
- business flyer

Work study

university

03/2022 - 06/2022

Achievements/Tasks

- Analyse files and make reports

Books creator

KDP Amazon

01/2023 - Present

Achievements/Tasks

- Books creation

SKILLS

Email marketing

Data analysis

Time management

Data visualization

MS word

PERSONAL PROJECTS

Website "academic insight" (06/2022 - Present)

- I have created a platform for Pakistani students to get educational counselling

Research Projects: (09/2022 - 12/2022)

- 1. Conducted qualitative and quantitative research.
- 2. Job vs entrepreneurship choice among business student in Pakistan

Event Management (04/2022 - 06/2022)

- work with a team and Organized an event at university with in specific time and budget to generate maximum profit.

Hypotheses testing using R: (04/2022 - 06/2022)

- Impact of income, dwelling and internet connections on Educational Expenditure

CERTIFICATES

PEAF scholarship (01/2019 - 01/2022)

E-commerce training (05/2022 - 08/2022)

from HCC

English spoken course (05/2021 - 08/2021)

from NESP

Data analytics (01/2023 - 03/2023)

from HCC

freelancing (08/2022 - 10/2022)

from Digiskills

virtual assistant (04/2023 - 05/2023)

from Digiskills

LANGUAGES

urdu

Full Professional Proficiency

English

Full Professional Proficiency