

Sara Qaisar

Mathematician

I am currently pursuing a Bachelor's degree in Mathematics with a specialization in Data Science. Alongside being a dedicated and hardworking student, I am highly passionate about my work. I was working as a Processing Officer in RISM Consultants and also have been serving as a Hostel Warden Assistant for the past three years, where I manage administrative tasks and maintain records using Microsoft Excel.

✉ qaisersara6@gmail.com 📞 03275000058 📍 Mianwali, Pakistan

EDUCATION

Bachelors in Mathematics

Namal University of Mianwali

Aug 2022 - Present | Mianwali

Intermediate(Pre-Engineering)

Govt. Degree College Daudkhel

Jun 2020 - Jul 2022 | Daudkhel

WORK EXPERIENCE

Processing Officer

RISM Consultancy

Remote job

May 2025 - Dec 2025 | Lahore

Achievements/Tasks

- Student Application & Admission Success
- Documentation & Visa Filing
- Operational Efficiency

Hostelfellowship

Namal University of Mianwali

Sep 2022 - Present | Mianwali

Achievements/Tasks

- Administrative & Coordination Support
- Policy Implementation & Improvement
- Rooms Allotement

Teaching

Allied School Iskanderabad

Jan 2023 - May 2023 | Mianwali

Achievements/Tasks

- Curriculum & Lesson Planning
- Academic Excellence & Student Outcomes

SKILLS

Documentation Handling

Python Developer

ML Developer

Optimization Researcher

Event Management

Time Management

Excel Expert

PERSONAL PROJECTS

Paid Projects

Developer

Tasks:

- I am currently working on various projects, including assignment tasks assigned to me by developers.

Final Year Project

Student

A study of Agentic AI model and its application to Code Optimization

- Built an AI-powered system to automatically assess and improve code quality using mathematical scoring and semantic validation, ensuring optimized and reliable code.

LANGUAGES

Urdu

Native or Bilingual Proficiency

English

Native or Bilingual Proficiency

INTERESTS

Code Optimization

Coding for Mathematical Applications

Teaching

Events Management

Reading