

WAJEEHA OBAID

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PROFILE STATEMENT

Looking forward to become a valuable asset of your organization in order to provide maximum benefit. I am eager to learn and self-motivated which makes me devoted towards my goal. I am experienced in my work and I am always looking forward for ways to enhance my abilities and skills to leverage my experience while continuing to be challenged.

SKILLS

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| <ul style="list-style-type: none">• Strong research skills of appropriate markets for content creation• Content Management• Strong communication skills• Content writing using SEO• Client facing skills to set expectations, communicate effectively, and enhance the customer experience | <ul style="list-style-type: none">• Organizational, leadership, and team collaboration• Organizational adaptability• Protect the project's success by ensuring the deliverables meet or exceed |
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EDUCATION

Riphah International University | Islamabad | 2020-2022

Masters of Science: Project Management

COMSATS University | Islamabad | 2016-2020

Bachelor of Science: Software Engineering

District Public School | Chakwal | 2015-2016

Intermediate: FSC

WORK HISTORY

Previous Position | SpadX(Lahore) – Junior Project Manager (Remote Position) | 04/2022-04/2023

- Managed the project timeline from initial to final stage.
- Worked closely with Senior Project managers and other team members.
- Conducted keyword research and incorporated keywords into copy in a way that is natural and engaging.
- Ensured all content adheres to the brand voice of the company or client as well as editorial guidelines.
- Managed multiple projects simultaneously while meeting deadlines and maintaining high quality standards.

Previous Position | Computer Verge (Lahore) – Senior Technical Writer (Remote Position) | 05/2021-01/2021

- Software documentation (Scope, SRS, SDS, Testing) from all kind of softwares and web applications.
- Managed the meetings with stakeholders and development team.
- Guiding the development team for program infrastructure.
- Collaboration with project managers.

CERTIFICATION

Recent Advancements in Project Management based on **PMBOK 7th**, 2021

References

References will be provided on demand