

Monazza Khatoon

Rawalpindi | 03255315815 | monazzakhatoon766@gmail.com | [linkedin.com/in/monazza-khatoon](https://www.linkedin.com/in/monazza-khatoon)

PROFESSIONAL SUMMARY

Passionate Business Developer with a record of making businesses grow and building important partnerships. I'm good at paying attention to details and always eager to contribute to a team.

INTERNSHIPS

Cloudpso

Upwork Bidder

Rawalpindi, PK

Dec 2023 - Feb 2024

- Ensured Upwork profile is always updated and showcases best work.
- Actively searched for projects that align with company's skills and interests.
- Customize proposals to highlight company's unique qualifications for each project.
- Developed bid strategy that balances competitiveness with fair pricing for your services.

Webicosoft Software House

Business Development Officer

Rawalpindi, PK

Aug 2023 - Nov 2024

- Ensured the Upwork profile remains current, showcasing skills and successful projects.
- Found jobs that align with expertise, utilizing filters for efficiency.
- Develop individualized proposals that highlight capabilities and project understanding.
- Calculate bids that are competitive yet reflecting project's demands and company's value.

COURSES

Trainer Rehman

Freelancing Course

Rawalpindi, PK

- Completed a training on freelancing that taught me the best ways to use Upwork, and Fiverr.
- Mastered the art of making profiles and proposals that stand out, attracting more freelance gigs.
- Learned exactly what clients are looking for, enabling me to provide top-notch services.
- Learned how to improve communication and negotiation skills with clients.

EDUCATION

Virtual University

BS in Computer Science

Lahore, PK

Graduation Date: Mar 2022

SKILLS & INTERESTS

Skills: Upwork, Fiverr, Job Finding, Proposal Writing, Microsoft Office (Excel, Word, PowerPoint)

Interests: Networking, Marketing, Internet research, Travelling

CERTIFICATES

- Relationship Management and Business Development (09/2023)
- Business Analysis and Process Management (09/2023)