

YOUSRA MAHER

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Date of birth: 17-11-1991 | Nationality: Pakistani | Gender: Female

CAREER OBJECTIVE

To obtain a position enabling me to utilize my strong interpersonal, educational and organizational skills under optimal supervision offering further personal and professional growth opportunities.

ACADEMIC CREDENTIALS

Degree Title	Specialization	Institute	Passing year	Grade/Div
MPA	HRM	University of Karachi	2015	1 st Div.
BPA Hons.	Public Administration	University of Karachi	2014	1 st Div.
Diploma	French Language	ASCE, University of Karachi	2010-2011	68.75%
Diploma	Information Technology	University of Karachi	2011	73.5%
Intermediate	Pre-Engg.	Govt. College for Women	2009	B Grade
Matriculation	Computer Science	The Programmer School	2007	A+ Grade

INTERNSHIPS/ EXPERIENCE

Organization	Department/ Division	Position & Job Description
Manzil Pakistan	Job Creation	Worked as Job Creation Intern. (Dec 2013-Jan 2014) Contributed in public policy and research projects.
Rahnuma Coaching Center	Administration	Worked as Admin Incharge (Aug 2014-Sep 2015) Was responsible for overall administrative functions.

SKILLS/ CERTIFICATIONS

- Efficient in Corel Draw, Adobe Photoshop, MS Office, Oracle DBA & In-page Urdu Typing Software.
- Ability to work efficiently under pressure, Fast learner (learn new software's' quickly).
- Hard-working, self-motivated & a Team Player with good communications and project management skills.
- Conducting Research and writing reports, using SPSS.
- Composing Business Letters.

ASSIGNMENTS/ PROJECTS/ RESEARCH REPORTS

- Research report on "Linking Diversity and Public Relations at Higher Education"
- Conducted workshop on "Learning Styles" for Training & Development Project.
- Detailed presentation on SPC techniques, TQM
- Prepared research report on "Public Debt in Pakistan (2000-2015)"

ACTIVITIES/ EVENTS

- Participated in the "Supply Chain Management" seminar conducted by ISCEA on 21st September 2015.
- Worked as volunteer for Zindagi Trust.
- Participated in HR conference on "Talent Acquisition", conducted by DPA, UOK.
- Worked as Volunteer for Society for Educational Welfare, LHYWA & YSR.