

Maria Khan

To pursue career in the company as an efficient employee and be resourceful to the organization. I want to succeed in a stimulating and challenging environment and gain experience and opportunities.



Mariaakhan175@gmail.com

+92346-1086385

Islamabad, Pakistan

EDUCATION

MS Innovation and Entrepreneurship

National University of Sciences and Technology (NUST), Islamabad

09/2019 - 11/2022, *Islamabad, Pakistan*

Thesis

- Research Project (MS): Published a research paper on "Design Thinking; Stepping Towards Accessible Architecture for Visually Impaired"

Bachelor's in Business

Administration(Honors)

University of Gujrat

11/2014 - 07/2018, *Gujrat, Pakistan*

Courses

- Majors (Marketing and Advertisement)

WORK EXPERIENCE

Management Trainee Officer

Oxford University Press

07/2022 – 01/2023 *Islamabad, Pakistan*

Achievements/Tasks

- Maintained NCC documents, worked on forecast presentations, managing workshop and symposium events.
- Interacted with customers professionally by phone, email, or in-person to provide information and directed to desired staff members.
- Helped with administrative support, including managing incoming calls, coordinating files & sorting mail.

Internee

Habib Bank Limited

07/2017 - 09/2017, *Pakistan*

- Account opening.
- Customer guidance.
- Remittance management.

SKILLS

MS. Office Drafting SPSS Management
Data Administration Communication Skills
Adaptability

PERSONAL PROJECTS

Innovation Project (MS)

- Created a blueprint of marriage event mobile app "Mabrook"

Business Incubation Centre Project

- Build and execute social media strategy through competitive research,

ORGANIZATIONS

Ushered an intra University Event Management (2018)

I was Event Management Society Stage Sectary & was organizer of KATH'18 Intra universities Mega event held by UOG.

Volunteered for an NGO (2018)

Team Giving Hands; gather funds for needy people & specially for needy students.

CERTIFICATES

Best stage team manager (2018)

Awarded 'Best stage team manager' of Speak Society

BLM2-ICAM4 (2021)

Certificate 'BLM2-ICAM4 an International Joint E-Conference

LANGUAGES

English
Full Professional Proficiency

Urdu
Native or Bilingual Proficiency

INTERESTS

Reading Writing Digital Work
Self-Development Community Work Arts