

# HAMNA SHAKEEL

**Objective:** To use my experience to effect change both within myself and in the world.

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## **Academic Qualifications:**

- **University: IBA, Karachi**
- College: St. Lawrence GGD College, (2019-2021)
- School: Hamdard Public School (2009-2019)

BS-SSLA, 2021-onwards, CGPA: 3.7

## **Work Experience:**

**Private Tutor: (2020-onwards)**

English, Science & Geography

**Content Writer (2019-onwards)**

Blog writing, Blog editing, essay writing, Caption writing, Technical content writing

## **Digital Marketing & Communications Intern-Hawk Marketing**

- Digital Marketing & Communications
- Research/data scraping
- Email drafting and proposal writing

## **Intern at IBA AMAN CED (IESS 2022), (GMEC 2022)**

- Marketing & Promotion (Via different social media platforms)
- Overall Management of the Program
- Communications/ Social Media along with Blog Writing
- Participants Communication

## **Digital Marketing Intern-Meditechx powered by Microsoft (February 2021-June 2021)**

- Social media branding.
- I had to ensure that our team met the minimum number of participants for each webinar.

## **Team Management Intern-Lyallpur Social Charity Foundation (LSCF) (December 2020-January 2021)**

- We had to collect donations and deliver them to the appropriate non-governmental organizations.

## **Summer Intern-Pakistan Association of the Blind(National)**

- Donation collection incharge

## **Achievements:**

- Quaid-e-Aiwan (head of the group speaker) | 2017 –2019 Hamdard Naunehal Assembly
- The class representative at WWF Nature Carnival-By Toyota (2013,2014,2015,2016)
- Compassionate Citizen Award-PETA
- Delegate at 26th International World Health Conference

## **Activities & Co-Curricular:**

- Skilled at freelance writing specifically short stories, ghost writings, paraphrasing, article writing, and short blogs

## **Certifications:**

- Creative Writing: The Craft of Character by Wesleyan University
- German Karona by Meditech
- Effective Communication Skills by Udemy
- The ultimate SEO blueprint by Allison Courses
- Introduction to Spreadsheets by DataCamp
- Introduction to SQL by DataCamp

## **Skills & Competencies:**

- Cold calling/ Proposal writing/Digital Marketing/Brand Management/Case writing
- Microsoft Office Apps (Word, Excel, PowerPoint)
- Teamwork & Critical thinking capability/Creative and flexible