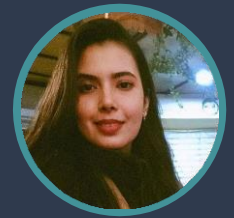


# Maria Khan

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 Secretary & 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