



Alveena Mujeeb

Details

Current Address: Tetovo, North Macedonia
+38972686257
Nationality: Pakistani
Residence Permit: L2007509

Links

<https://www.linkedin.com/feed/>

Key Skills

Project management methodologies
Architecture design and implementation
Stakeholder management and communication
Budgeting and resource allocation
Leadership and team management
Risk management and mitigation
Technical documentation and presentations
Conflict resolution and problem-solving
Adaptability and flexibility
Strategic thinking and planning

Profile

I am an enthusiastic and dedicated individual with a strong work ethic. Motivated by my own drive, I approach tasks systematically. I can work well in teams, adapt to challenges, and solve problems effectively. Even under pressure, I consistently deliver accurate results on time. Let's work together to achieve excellence.

Education

Masters in Green Economy and Sustainable Development, SEEU, Tetovo North Macedonia

OCTOBER 2022-2024

Bachelors in Islamic Art and Architecture, Islamabad Pakistan

FEBRUARY 2013 — JUNE 2017

Karakoram International University Gilgit, Intermediate (Pre-Med)

(2010 – 2012)

WORK EXPERIENCE

Super leads, Tetovo North Macedonia (Sales Agent)

- Generating leads.
- Understanding and promoting company programs.
- Answering client questions about products, prices, and availability.
- Maintaining client records.
- Analyze market potential before launching any product or service.
- Provide knowledge support to the team.

Falcon Associates (Pvt). Ltd (Assistant HR & Admin)

(Feb 2018-Oct 2022)

- Maintaining physical and digital personnel records like employment contracts and PTO requests
- Update internal databases with new hire information.
- Create and distribute guidelines and FAQ documents about company policies.
- Gather payroll data like bank accounts and working days.
- Publish and remove job ads.
- Schedule job interviews and contact candidates as needed.
- Prepare reports and presentations on HR-related metrics like total number of hires by department.
- Develop training and onboarding material.
- Respond to employees' questions about benefits.

Falcon Associates (Pvt). Ltd ISB (Architect)

(Feb 2018– Oct 2022)

- Meet with clients to determine objectives and requirements for structures.

Languages

English

Urdu

Burushaski

Softwares

MS OFFICE

AUTOCAD

SKETCHUP

ARCHI CAD

VRAY

PHOTOSHOP

CORAL DRAW

CANVA

- Give preliminary estimates on cost and construction time.
- Direct workers who prepare drawings and documents
- Prepare scaled drawings, either with computer software or by hand
- Visit worksites to ensure that construction adheres to architectural plans.
- See new work by marketing and giving presentations.

Glow Consultants PMYDP (Analyst)

(Jan 2017– June 2017)

- Raw data gathering and analysis to find trends, patterns, abnormalities, and other useful information.
- Utilizing data to create and improve plans and procedures, boost revenue, productivity, quality, or security, and cut expenses.
- Collaborating with internal divisions to design and put into action strategies and collect data.
- Locating and approving fresh data sources.
- Creating summaries of findings and presentations to influence business decisions.
- Collaborating with the management team to set project goals, budgets, and deadlines, as well as to track development and assess performance.

PROFESSIONAL PROJECTS

- Worked on Hospitality, Commercial and residential projects in different regions of Pakistan including Islamabad, Rawalpindi, Gilgit, and Hunza.

CERTIFICATIONS:

- Completed 3 months certification course under Digi skills in Free Lancing (2022)
- Completed certification 3 months course under Digi skills in Graphic Design (2022)

SOCIAL WORK:

- Working with Shams Family Foundation Dallas US (Induction Process)
- Working as a President of the Women's Chamber of Commerce and Industry Gilgit District
- Worked as a religious teacher at the community level.
- Served the community as a Girl Guide for more than 10 years.

REFERENCE:

- Super Leads,
- Ilindenska, Tetovo 1200.
- Denise Kameri (Head of Sales)
- 071970800

