

VANIZA SARWAR

Contact: +923445143817

E-mail: baigvaniza7844@gmail.com

Nationality: Pakistani

DOB: 18/04/2000

EMPLOYMENT HISTORY:

- **Social Media Handler & Content Writer**

2023-2024 Current

Generate engaging and informative content across various platforms. Develop creative and compelling narratives aligned with brand guidelines.

Edit and proofread content for accuracy, clarity and adherence to style guides. Conduct thorough research to ensure accurate and up-to-date information. Verify facts and data to maintain content credibility.

Contribute to the development and execution of content strategies. Align content plans with broader marketing and business goals.

Work closely with cross-functional teams including marketing and design. Develop and manage content calendars to ensure timely delivery.

- **Jubilee Insurance**

2023

Served as Human Resource manager at Jubilee life Insurance. During my tenure at Jubilee Life Insurance, I demonstrated strong expertise in talent acquisition, employee relations, performance management, and HR best practices. I constantly drove employee engagement and performance. I am recognized for my excellent communication skills, integrity, and proactive attitude.

- **Head of Science Department at Savvy International School System**

2021-2023

Starting as a Biology and Chemistry teacher for 9th and 10th grade, I got myself promoted as the head of Science Department. As the head of Science Department I looked over the performance and recruitment of Subordinates.

- **Bright Heads School for Special Children**

2018-2019

I started my teaching career at this institution for differently abled Children. I taught General life Skills, Social studies and Basic sciences to these wonderful Children.

- **Campus 92**

2017-2018

Categorizing, reviewing and transcribing calls for quality assurance of US based dealerships

EDUCATION:

- **National University of Modern Languages Islamabad** **2023-Current**
Bachelors in Social science, Majoring in Economics 8th semester, CGPA 3.64
- **DEGREE COLLEGE FOR WOMEN** **2017**
HSSC, Pre medical, Grade B
- **EDUCATORS SCHOOL** **2015** SSC Grade A

WORKSHOPS AND CERTIFICATES:

- **Significance of regional connectivity for shared prosperity** by center of global and strategic studies Islamabad conducted at NUML University Islamabad on (September 16, 2021).
- **Workshop on literacy of street children at a tent school setup in Mareer Hassan** – Socializing with children and developing a report on their condition (25 January to 26 January 2021).
- **YOUTH CLUB** Conference arranged by VC Pakistan institution of development economics on (January 12, 2021)
- **Workshop on Single national curriculum by HIVE Pakistan** – importance as well as pros and cons of SNC. The agenda was emphasis on investing in inclusion. (29th November 2021)
- **CARE International in Pakistan** organized a training program on Climate conscious Entrepreneurship for University-based female students (15/09/2021 - 28/02/2022)

SKILLS:

- Data Analysis
- Competent Researcher
- Fluent in English, Kashmiri, Punjabi & Urdu
- Proficient in Ms-Office
- Conflict Analysis and Resolution Skills

REFERENCES:

Can be provided upon request.