



Kinza Khatoon

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Hassan Abdal Home, Hassan Abdal 43730

Nationality: Pakistani

PROFESSIONAL SUMMARY

Organized and motivated **Project Manager** with experience in leading academic and self-initiated projects. Skilled in **project planning, teamwork, and problem-solving**. Familiar with **Agile methodologies** and effective **time management** to ensure smooth project execution. Passionate about improving workflows and delivering successful projects.

WORK HISTORY

PROJECT COORDINATOR

Self-Initiated Projects

- Monitored project timelines to avoid delays.
- Coordinated project tasks, ensuring timely completion.
- Managed communication among project team members to foster collaboration.
- Conducted research and implemented best practices for software project management.
- Provided essential administrative support during peak periods, facilitating smoother operation.

SKILLS

- Positive attitude
- Time management
- Self-motivation
- Time efficiency
- Effective communication
- Active listening
- Customer engagement
- Relationship-building
- Report writing
- Computer literacy
- Interpersonal communication

EDUCATION

BSSE | Bachelor of Science in Software Engineering 2021 - 2025
Comsats University Islamabad, Pakistan

HSSC | Higher Secondary School Certificate 2018 - 2020
Base College , Wah Cantt, Attock, Pakistan

SSC | Secondary School Certificate 2016 - 2018
Govt. Girls Higher Secondary School, Hassan Abdal

FINAL YEAR PROJECT

Avatar Generation for Deaf Students Using Sign Languages

Developed a system for avatar generation using sign languages to aid deaf students. The system processes input from YouTube links, extracts and converts **audio to text**, and generates a **3D avatar** performing sign language translations of the extracted text.

LANGUAGES

English

Upper intermediate

Urdu

Fluent

Punjabi

Native