**EDUCATION**  
**2020 – 2023: The University of Manchester (Manchester School of Architecture) | Bachelor of Architecture (Hons) - 2:1**

**2019 – 2020: INTO Manchester | International Foundation |**  **Mathematics** (A), **Politics** (A), **Economics** (A)

**WORK EXPERIENCE**

**2021– 2022: Front of House Member | Manchester United Football Club | Manchester, United Kingdom**

* Managed reservations and coordinated seating arrangements efficiently, catering to varying group sizes and preferences.
* Responded promptly to guest inquiries and concerns, ensuring exceptional customer satisfaction and addressing any issues to maintain a high standard of service.
* **Key skills: Customer Service, Conflict resolution, Multi-tasking, Communication, Time Management, Leadership**

**2021 – 2022: MSA Form Representative  | Manchester School of Architecture | Manchester, United Kingdom**

* Collaborated with senior leadership in group sessions to present collected student feedback on educational concerns and proactively devised actionable strategies for enhancing the learning experience.
* Demonstrated effective problem-solving skills by engaging with peers to identify challenges, leading to the proposal of innovative solutions for education-related issues.
* **Key skills: Communication, Problem-Solving, Time Management, Adaptability, Technical Proficiency**

**2018 – 2019: Assistant Administrator | British International School Al-Khobar | Khobar, Saudi Arabia**

* Proficient in communication, organization, research, scheduling, and providing comprehensive office support.
* Skillfully manage and maintain confidential documentation for senior staff members.
* Actively engage in enhancing social media presence for school clubs and activities, demonstrated by designing an eye-catching Ski-trip poster for the school.
* **Key skills: Communication, Organization, Research, Scheduling, Office support, Graphic design**

**2018 – 2019: Office Administrator | International Dynamics | Dammam, Saudi Arabia**

* Engaged in client meetings and played a key role in website design, alongside orchestrating schedules and preparing essential delivery documents within the trading sector.
* Demonstrated proficiency in client interaction, web design, scheduling, and document drafting, contributing to efficient delivery timelines in the trading business.
* **Key skills: Organisation, Communication, Time Management, Attention to Detail, Problem Solving**

**EXTRA-CURRICULAR ACTIVITIES**

**February 2016: DofE - Bronze Award | World Challenge | Kandy, Sri Lanka**

* Attained Bronze Award - Duke of Edinburgh's Award in Sri Lanka. Led a Kandy hike, enhanced school vegetation, and customized wall paintings for visually and hearing-impaired children.
* Orchestrated group activities, displayed adaptability, and contributed to impactful projects during a one-week trip, positively impacting education for differently-abled students.

**March  2017: DofE - Silver Award | World Challenge | Katmandu,  Nepal**

* Achieved the Silver Award through the Duke of Edinburgh's Award program in Nepal. Successfully navigated the city independently, leveraging local resources, and provided assistance to earthquake-affected households.
* Demonstrated leadership and communication skills by leading a trekking group in the Himalayas.

**ACHIEVEMENTS**

* **Ski-Trip Poster Design:** Chosen winner in a school competition for crafting an engaging poster promoting an Italy Ski trip, selected for school-wide display.
* **School Planner Cover Art:** Secured 1st place in a school contest by designing a captivating cover for the annual planner, aligned with the 'CARE' theme.
* **Innovative Clock Design:** Conceptualized and crafted a sleek clock using AutoCAD, overseeing prototype development leading to a functional final product.

**SKILLS & INTEREST**

**Technical Skills:** Sketchup Pro, Sefaira, AutoCAD, Adobe Photoshop, Enscape/Lumion Software, Adobe InDesign/Illustrator, Revit Software, Technical Report

**Languages:** English (Fluent), Urdu (Native)

**Interests:** Cricket, Football, Film Photography, Volunteer Work

**Other**: RIBA Member, RIBA Mentoring Programee Mentee