

AISHA MALIK

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PROFESSIONAL SUMMARY

Dedicated and versatile professional with a Bachelor of Science in Fashion and Textile and currently pursuing a Master of Science in Project Management. I bring a robust blend of administrative support, project coordination, and technical documentation experience. Proven ability to manage complex tasks, from drafting technical reports and handling planning applications to coordinating client communications and supporting project teams. Adept at leveraging skills in design and data management, with a strong proficiency in Adobe Creative Suite and office software. Committed to delivering high-quality results and contributing effectively to dynamic, fast-paced environments.

WORK HISTORY

Office Administrative Assistant| Shell Civil

2024 - Present

- Assisted in the preparation and organization of Flood Risk Assessments (FRA) and Sustainable Drainage Systems (SUDS) reports, including performing necessary calculations and developing maintenance plans.
- Supported the preparation and submission of planning applications, ensuring accuracy and compliance with regulatory standards.
- Managed the compilation and formatting of technical documents related to drainage projects, ensuring clarity and adherence to industry standards.
- Coordinated client meetings, drafted professional correspondence, and handled inquiries, maintaining positive client relationships.
- Assisted in scheduling site visits, monitoring project timelines, and ensuring all project milestones were met in a timely manner.
- Maintained accurate records of project data, site plans, and drainage designs using specialized software.
- Ensured all documentation and reports met local and national regulations related to civil drainage projects.

Administrative Assistant| Auto Select

2023 - Present

- Greet customers, answer calls and emails, schedule appointments, and handle inquiries.
- Maintain organized files, process documents, and manage office supplies.
- Assist the sales team with reports, inventory tracking, and sales documentation.

- Create and distribute marketing materials, manage social media, and update the website.
- Process accounts payable/receivable, assist with payroll, and prepare financial reports.
- Manage vehicle deliveries/pickups, maintain records, and ensure vehicles are sale-ready.
- Ensure sales comply with regulations and maintain necessary compliance records.
- Assist management with various tasks and special projects.

Graphic Designer | Freelance

2022 - 2023

- Liaised with e-commerce teams to create strategic landing pages.
- Redesigned proposal templates to achieve more professional look and feel.
- Created eye-catching, consistent graphics for social media, improving engagement rates by 80%.
- Maintained up-to-date knowledge in new tools, technologies and best practices to ensure work stayed current and innovative.
- Executed all aspects of design from concept to delivery while following branding and style guidelines.
- Created quality, high-res digital image files for use in digital and traditional printing methods.
- Mastered Adobe Creative Suite and Photoshop Illustrator to support design work and image editing needs.
- Delivered client projects on time, within budget and to strict deadlines.
- Produced digital advertising to showcase products and heighten brand engagement.
- Creatively interpreted client briefs to develop and produce unique, engaging design packages.
- Oversaw design development from concept to completion, including branding graphics, print design and marketing collateral.
- Employed design fundamentals when selecting typography, colour and layout

Lead Generator | Freelance

2022 - 2023

- Scheduled sales appointments for head of department to discuss products and services and to close qualified leads.
- Called potential customers from marketing lists and referral programs to engage and discuss personal needs.
- Reached out to prospective customers using effective social media, research skills and networking events.
- Generated leads to bring in new client revenue and improve bottom-line profitability.
- Contacted and converted potential customers via telephone, email and in-person enquiries.

SKILLS

- Time management
- Prioritization
- Planning and coordinating
- Detail-oriented
- Verbal and written communication
- Active listening
- Collaboration
- Critical thinking
- Analytical skills
- Creative problem-solving
- Decision-making
- Flexibility
- Openness to change
- Learning agility
- Resilience
- Team leadership
- Project management
- Strategic planning
- Research skills
- Innovation
- Graphic design
- Content creation
- Sketching
- Illustration
- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Composition

EDUCATION

University of West of Scotland - London

Expected in 05/2024

Master of Science: Project Management

Sarhad University of Science & IT (SUIT) - Pakistan

12/2022

Bachelor of Science: Fashion & Textile design

Government College for Women - Pakistan

11/2016

A-Levels: Pre-Medical

RECOMMENDATIONS

Available upon request.