

ASMA NOOR

192 M, Model Town
Lahore-Punjab, Pakistan
Contact number: 0092-300-8133476
Email : nooray@live.com

PROFILE

Committed and focused individual willing to work with a dynamic and reputed organization that offers versatile opportunities for comprehensive career building and skill development. Thus, seeking for a position in a growing organization where acquired skills and knowledge will be utilized towards continued growth and development. I strongly believe that my diverse portfolio will be an asset for your company.

SUMMARY OF QUALIFICATIONS

- Excellent administrative and time management skills.
- Good Interpersonal and communication skills.
- Possess Multi-tasking skills.
- Obtained technical skills like MS Office.

EDUCATION**Masters of Science (Gender Studies)**

University of the Punjab, Lahore

2012

(CGPA 3.26)

Bachelors of Science (Information Technology)

Government College for Women Lahore

2010**Diploma in Computer Hardware Engineering**

University of the Punjab, Lahore

2008**Intermediate in Computer Science**

Community Comprehensive College Lahore

2006**Matriculation in Science**

Sharif Educational Complex Lahore

2004

AREAS OF EXPERTISE

- MS Word, Excel, PowerPoint and Access.
- C/C++ & Visual Basic Programming language.
- Prezi (Flash player version filing)
- SPSS 15.0 for Windows
- Teaching Skills.
- Research Skills

WORK EXPERIENCE

Education Concern , Lahore – Admission Evaluator and Application Processing Officer

16 Feb 2016 - Present

- Handled all the aspects of the Students Admission to the International Universities, which included student application processing till Visa filling applications.
- Learned all admission process i.e. how to send an application to the college according to counseling department and student choice. .
- Make record/list of students for whom applied for admission/got conditional admission.
- Contact with the college by call for admission status of all students for whom I applied.
- Contact with the college (by email if no response then by call) for visa letter/CAS No./Final letter/Unconditional letter status of all students who have paid their advance tuition fee.
- Check the programs of any college or university from its website.
- Use of database for student recording and documentation.
- Maintenance of admission department files i.e. Students files (soft copies) and box files (hard copy).
- When student gets his/her visa remove his hard copy of documents from A-Z box files and hand over to visa department.

Youth Advocacy Network (YAN) , Lahore – Activist

09 Sept 2014 – 15 Jan 2016 (1 year 5 month)

- Work on project initiation, monitoring, evaluation and reporting
- Work on areas of project planning, design, and implementation by developing a concrete project framework with clear goals, outcomes, outputs, and activities.
- Have been continuously engaged in managing the NGO's campaigns, working out their agenda and papers, poster making, website updates, ensuring social media participation in press club demonstrations and giving the press releases on behalf of YAN.
- Worked on setting of the Mission statement of the YAN with the donors and active volunteers.
- Coordinated the trustees meeting of YAN on quarterly basis regularly.
- Accompanied the chairperson on the field trips occasionally to advocate the policy of YAN to the local women community specifically as a part of our mobilization campaigns of YAN.
- Represented the YAN at various local gatherings and seminars.

South Asia Partnership –Pakistan (SAP-PK) , Lahore – Research Analyst

2 June 2013 - 27 July 2014 (1 year 2 months)

Learned techniques of on-field working like

- Research, data mining and on ground assistance in creating Awareness raising training programs,
- Capacity building of stakeholders,
- Mobilizing the community,
- Policy advocacy,
- Networking,
- Forming coalition,
- Working with visual and social media like develop website and blogs,
- Conducting strikes and media reporting,
- Engagement with print/electronic media for social change,
- Use of visual arts in social change: poster making.

Lahore Realm School , Lahore – Teacher

Jan 13-May 13 (5 months)

- Taught Computer Sciences to the Matric level students.

Sharif Education Complex , Lahore – Project Coordinator

Oct 12-Dec 12 (3 months)

- Coordinated the O levels students Assignments and Co-Curricular activities.

HONOURS & AWARDS

- Got Merit Laptop from Punjab Government on 3.2 CGPA in masters in university.
- Participation in Urdu Plays (Dramas) at college level.
- Designed the stages for the Dramatics at the college level.
- Organized the Fun Fair at the college.

PROJECTS

- Master's Final Year Project on "Aftermaths of Terrorism on the widows of deceased persons in Lahore Pakistan". Tasks involved on-ground data collection from hospitals and from the investigation Office, General post office and through that to their houses. Structured questionnaire that included both closed ended and open-ended questions were asked. Respondents were approached at their homes, and the questionnaires were completed during a face-to-face interview. Data was analyzed in quantitative manner and hypothesis was analysis through one sample T-Test.
- A project on "Improvement of Primary Education in the suburbs of Lahore" as this project was taken under the course of Project Management in the post grad studies. The topic was selected after Situation analysis and Need assessment. All the steps were including in this project that is essential for the (PMC).
- The campaign "Ending Violence against Women" was made during the internship at SAP-PK that aims at contributing to change discriminatory practices, actions and policies against women through public awareness, mobilization, capacitating and supporting organized responses by civil society groups and networks in districts of Punjab.
- Went through rigorous assignment making on the social issues in the university and some of them are really commendable and are stated as follows.
 - Millennium Development Goals (Improve Maternal health, Ensure Environmental Sustainability)
 - Awareness among housewives about proper waste management.

INTERESTS AND HOBBIES

- SOCIAL WORK
- PHOTOGRAPHY
- DESIGNINGS

CONTINUED PROFESSIONAL DEVELOPMENT

- Attend seminars held by NGOs.

PERSONAL INFORMATION

- Nationality : Pakistani
- Gender : Female
- Language Proficiency : English- Urdu
- Marital Status : Single