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| **ANAM MUMTAZ** |

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29-A Civil Lines Sargodha road Sheikhupura

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| **Objective:** |

***To enhance my skills through passionate, challenging, career oriented and motivational tasks by working in a dynamic environment in pursuit of communication expertise to satiate my thirst of knowledge.***

**Personal Profile**

Father’s Name Mumtaz Masood Sharif

Domicile Sheikhupura; Punjab, Pakistan

Religion Islam

Date of Birth 14-08-1992

Marital Status Single

C.N.I.C No 35404-4942690-6

**SKILLS & INTERESTS**

**Languages:** English, Urdu, Punjabi.

**Computer Skills:** Hands on experience of different Windows (XP, Vista, Seven); MS Office (2003, 2007, 2010, 2013); Documents Conversion Software; Simple Hardware & Software Installation. MS-Windows, MS-Word, MS-Excel, expertise in Power Point Presentations & Internet Applications.

**Hobbies:** In spare time I read books, watch movies and sports, and play table tennis.

**Academic Background**

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| **Class** | **Year/Grade** | **Board/University** |
| **M. Phil in**  **International Relations** | 2015-2017 | National Defense University, Islamabad |
| **B.A (Honors)**  **Pakistan Studies** | 2013/B+ | Lahore College for Women University, Lahore. |
| **F.Sc in**  **Pre-medical** | 2009/B | Board of Intermediate & Secondary Education, Lahore |
| **Matriculation**  **in Sciences** | 2007/A | Board of Intermediate & Secondary Education, Lahore |

**Experience and Internship**

* **College Teaching Intern:**

6 months teaching experience as a CTI Pakistan Studies/Political Science/Civics in Govt. Postgraduate College for Girls Sheikhupura.

* **Hajvery University Sheikhupura Campus:**

1 year experience as an Executive Administrator at HU Sheikhupura. Where I did variety of tasks related to executive’s working life and communication.

* Acted as the administrative point of contact between the executives and internal/external clients.
* Undertook the tasks of receiving calls, messages and meetings.
* Handled admissions and queries appropriately.
* **Lok Virsa - National Institute of Folk and Traditional Heritage Islamabad**

1.5 years job as a social media assistant. Tasks and duties have been done as following:

* Managed social media pages including Facebook, Twitter and Instagram.
* Created dynamic written and video content that promotes audience interaction, increases audience presence on company sites, and encourages audience participation.
* Assists social media management with large projects, events, and community management.
* Works with marketing and social media team members to coordinate ad campaigns with social media strategy.
* Write blogs and research for different news articles related to the company.
* Works as part of a team to develop large social media campaigns and cover different events and projects to promote social media pages of company.
* Management of print and electronic media of different channels in press briefings of events.
* Produced daily reports, presentations and briefs.
* **Inter-Service Public Relations (ISPR):**

3 months internship with media related departments of the organization.

* **Dar-e- Arqam School Westridge Campus Rawalpindi:**

3 Years teaching experience as a subject specialist of Pakistan Studies and Social Studies.

* **Nazria Pakistan Trust Lahore:**

6 weeks Internship at Nazria Pakistan Trust Lahore. I got training from each of its department. The main components of internship course are as under:

* Assignments on research work related to Pakistan Movement.
* Educational visits to Science Museum, Jinnah Library and Wahga Border.
* Group discussions and presentations on major books given by the supervisor.
* Participation in the Trust’s ongoing Pakistan Awareness Program and delivering lectures to school students.

**References**

***Will be furnished on demand***