

AROOJ FATIMA

COMMUNICATION MANAGER

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OBJECTIVE

[Result-oriented, intelligent, organized, and motivated individual is seeking an available management position with a reputable company to utilize years of experience to fulfill the company's strategic requirements.]

EDUCATION

- **[Masters** in English (Language and Literature) from Fatima Jinnah University, Rawalpindi (2017)
- **Bachelor's** in mass communications from Allama Iqbal Open University, Islamabad (2014).
- **F. S. C (HSSC)** in Physics, Statistics and Mathematics from Islamabad Model College for Girls, F-7/4 Islamabad (2012)
- **Metric (SSC)** in Biology, Physics and Chemistry from C. D. A Model School I-9/4 Islamabad (2010).]

KEY SKILLS

- Communication.
- Ability to Work Under Pressure
- Decision Making
- Time Management.
- Self-motivation.
- Conflict Resolution.
- Leadership.

EXPERIENCE

- **Volunteered** in International Youth Conference 2016.
I took minutes in this conference, compiled them according to agenda, gathered all the data from minutes recorders and put them in shape of a report, which was later used in the manual of the conference.
- **Volunteered** in 31st SPELT International Conference 2015.
I was an organizer in the conference, I was chosen by my university due to my administrative and managerial skills.
- **As a teacher at Bonaventure Public School I-9/1 Islamabad (For 2year).**
I was responsible for handling all the paperwork in the secondary section as well as a class teacher of grade 4. I used to report to the principal about all the progress and communicating with parents regarding the progress of their child/children.
- **Freelancer content writer**
I can write blogs, short stories, articles, headlines.
- **Internship at IsloTimes (Current)**
Blog writing, article writing, content writing for their website.

COMMUNICATION

[Creative with Ideas, pay attention to details, good at time management and multi-tasking, communication & organizational skills.
Can teach English and Math.]

REFERENCES

[Available upon request.]
