 Zile Huma D/o Zameer Khan

BBA

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**Career Objective** To work in a challenging environment and come up with new ideas in my field.

**Key Skills**

**Leadership:** I like debating and participating in co-curricular activities I used to be the English secretary in my school and college and arranged many functions. I also contributed to the college magazine.

**Teamwork:**I am a good team player and have worked mostly in groups.

**Education**

**Bachelors in Business Administration Jan 2008-Jan 2012**

Bahria University Islamabad

CGPA 3.1/4

**F.SC (maths, physics, statistics) 2005-2007**

IslamabadModelCollege for Girls (IMCG) F-7/4

**Matriculation (Science Group) 2004-2005**

IMCG F-7/4

**Schooling O.P.F Girls College 1994-2001**

Nursery to 8th grade

**WORK EXPERIENCE:**

**Pakistan Foundation for Fighting Blindness in 2000**: Assisted in making audio cassettes for visuallyimpaired --recording/ labeling them.

**United Nations Information Centre (UNIC)** 2008 (1 month): Assisted in cataloguing CDs, updating lists and media monitoring.

**Payaam (NGO)** 2009: Organized a mega invent *ao rang bekhairain --* a painting competition for disabled childrenand a cricket match; raised funds from D.Watson (chemists of Islamabad), marketing and making brochures.

**UNDP Project**  ‘Strengthening Democracy through Parliamentary Development’, 25 June-6 August 2010: training, coordination, admin support, hotel reservation, catering arrangements, security clearance, invitations to participants and conducting pre/post evaluations; also developed database of media, government agencies and civil societies.

**SAFMA (South Asian Free Media Association)**

Worked as organizers in the fourth National conference held in Marriot hotel from 4th to 6th November.

**AIESEC (Internship in Turkey)**

Had been an exchange student in Adana-Turkey. Worked as an internee in Gondugdu College Adana where I taught English to Turkish high students, gave presentation about my country and did interactive activities with the students.

**Achievements** Second Prize in debate held by UN on United Nations Day 2004; awarded cash prize of Rs. 7000.

Second position in anti-corruption debate by NAB 2006; awarded cash prize of Rs 7000

Merit Certificate in English Shakespearean Play IMCG Session 2006

Best Debater (English) IMCG 2006

Participation in International Public Speaking Competition by British Council 2007

First Sports Team in OPF Girls College Islamabad Session 96-97

Third Position Poetry Recitation Competition OPF Girls College Islamabad Session 2000

Merit Certificate First in IMCG Speech Contest 2004-2005

Consolation Prize ‘Fresh Flower Arrangement IMCG Session 2004

Third Position in English Debate IMCG Session 2004

Third prize in Speech Competition IMCG 2004.

Second Position in Comedy Skit Competition IMCG 2007 Session

Offered Scholarship for Pakistani Girls Abroad (Bangladesh) 2007

**Have written different articles in my college magazines.**

Certificate of Achievement in UNDP ‘Training of Trainers’ Workshop, July 2010

**Skills**Presentation skills, English writing skills, typing speed 56 wpm, good communication skills, use of

Microsoft word and PowerPoint.

**Interests** Traveling, drawing, sketching, reading, writing, music, photography and writing poetry

**Date of Birth**  1st February 1999