

MONICA

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Education

University of Peshawar <i>Bachelors of Computer Science (CGPA: 3.72/4)</i>	Peshawar, Pakistan 2020 – 2024
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Professional Experience

Nimrah Public High School Administrative & Social Media Marketing – Management: Maintained financial records, bookkeeping, and school administrative tasks to support efficient operations. – Data Handling: Created Excel templates to monitor student attendance and academic performance, improving record accuracy. – Documentation: Prepared examination papers and handled MS Office-based documentation. – Social Media: Designed and managed social media pages to increase school engagement and outreach.	Peshawar, Pakistan Nov 2024 – Present
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JQ Aesthetics — Remote

Social Media Manager Management: Managed JQ Aesthetics' social media platforms by creating engaging content and running targeted campaigns to increase brand awareness and customer engagement. Strategies: Utilized data-driven strategies to grow followers and enhance community interaction, contributing to the clinic's local outreach and client base expansion.	Peshawar, Pakistan Nov 2024 – Present
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The Order of Pen

Focal Person & Event Manager – Event Management: Planned and executed multiple cultural and literary events, coordinating logistics and volunteer teams. – Leadership: Organized the Short Film Contest for “Ren Art Fiesta” and launched “Fankarana Safar” cultural program.	Peshawar, Pakistan Dec 2023 – Aug 2024
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Mashes Creative Studio — Remote

Intern – Reporting: Managed weekly reports and presentations, ensuring quality and timely delivery. – Communication: Coordinated scheduling and prepared content for client reviews.	Sep 2023 – Oct 2024
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Honors and Awards

ONLINE COURSES

• Advanced Google Analytics	Coursera
• Google UI/UX Professional Certificate	Coursera
• Meta Principles of UI/UX	Coursera
• Business Intelligence	Coursera
• Building Leadership Skills	HEC Paris
• Aspire Leadership Course	
• Social Media Marketing	UniAthena
• Introduction to Python	SoloLearn
• SQL Intermediate	SoloLearn
• Tech for Everyone	SoloLearn
• Data Science and AI	Atomcamp

AWARDS AND CERTIFICATIONS

– Received merit-based Laptop Award from Chief Minister Punjab	2023
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Additional

– <i>Technical Skills:</i> Data Analysis, Data Visualization, Microsoft Office, Technical Writing, Social Media Marketing and Strategies.	
– <i>Soft Skills:</i> Interpersonal Communication, Teamwork and Collaboration, Ability to Work Under Pressure	
– <i>Interests:</i> Virtual Assistance, Posts Designing, Technical Writing	