

Sonia Jameel Ahmed

A proactive, adaptable, empathetic, and progressive individual.
Overcomes challenges through a learn, unlearn, and relearn approach.

EXPERIENCE

Deaf Reach School-FESF- (Sub-Admin)

June 2022 - PRESENT

- Responded effectively to sensitive inquiries or complaints.
- Managed physical and digital files, monitored spreadsheets and updated reports to coordinate project materials.
- Created spreadsheets in Microsoft Excel for record-keeping and reporting.
- Composed, edited and typed complex memos and reports with job-related software.
- Assisting in the day-to-day administrative tasks of the department or organization.

Usman Public School-Course Instructor

October 2021 - June 2022

- Formulated a well-structured syllabus of course content to detail learning goals and expected outcomes.
- Contributed expertise to assist with departmental expansions and course changes.
- Demonstrated mastery of Microsoft Office Suite and online learning management systems to facilitate class record-keeping.
- Planned and implemented lessons using various teaching strategies to meet diverse student needs.

Medium.com - Content Writer

June 2022- PRESENT

- Applied strong writing, editing and proofreading abilities to each assignment to produce best possible content.
- Brainstormed, researched and contributed content ideas that appealed to the target audience.
- Edited and proofread content to verify proper grammar, quality and consistency with AP style.
- Wrote fiction prose, short stories, personal essays or descriptive analyses.

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SKILLS

- Report Preparation
- Enthusiastic, knowledge-hungry learner, eager to meet challenges and quickly assimilate new concepts.
- Microsoft Office
- Multitasking and Time Management
- Research and Analytical Skills
- Verbal and Written Communication
- Computers and Technology
- Diligent and Hardworking Individual
- Meticulous Attention to Detail
- Professional and Courteous

LANGUAGES

Urdu

English Language

EDUCATION

Jinnah University for Women— BS

February 2017 - May 2021

Master of Arts - English language and Literature.

Govt. Degree College - Intermediate

April 2012 - June 2014

Completed intermediate certification in pre-engineering.

PROJECTS

Making of Documentary

Participated in short film contest and filmed a documentary on beggary

Interview Session

Conducted the Interview of an Anchor Person

Article Writing and Publishing

Written the Articles on Various topics for University project

REFERENCES

Shall be furnished upon request