A creative and hardworking graduate of sociology with expertise in the fields of research, media and communications, management and coordination, equipped with the abilities to understand requirements, take charge and deliver engaging solutions to drive growth and performance.

Areej Khalid

House#320-B, Street#3, Sector#1 , Alnoor Colony, Rawalpindi Rawalpindi, Punjab

03315647824

areejkhalid118@gmail.com

# Employment History

## Sale Representative

*Netmatico, Islamabad*

December 2022 – March 2023

Lead Generation through Email Marketing, Yellow Pages, LinkedIn, and other Platforms. Cold Calling  Product prospecting to client  Online Demo and Presentations  Preparing and negotiating Quotations  Closing Sales  Updates Clients Progress checks and Performance Reports

## Project Assistant

*National Commission on the Rights of Child, Islamabad*

February 2022 – October 2022

Assisting project manager in day to day tasks along with report writing, research on child related policy issues and complaints management.

## Research Intern

*Islamabad Policy Research Institute, Islamabd*

November 2021-January 2022

Co-Authored Research study on Traffic Congestion issues in Islamabad in collaboration with Islamabad Traffic Police. Also conducted Field Research in more than 200 offices based in Islamabad.

## Research and Coordination Intern

*TAKMIL Foundation*

March 2021-October 2021

Assisted Research Officer in conducting education related research, questionnaire designing, data collection, handling and analysis, report writing, and various other similar tasks that can add to the benefit of the organization. Assisted Project Coordinator in day to day coordination and related tasks.

# Professional Skills

Microsoft Office: Excellent

# Education

## Quaid-i-Azam University

*MSc in Sociology (2019-21)*

Thesis: The Lived Experiences of Female Child Beggars during the pandemic Covid-19 in Islamabad

Percentage: 75.6%

## Quaid-i-Azam University

*BA Economics (2017-19)*

## Islamabad College for Girls

*F.Sc (Pre-Medical) 2015-2017* | Percentage: 74%

*Matric - 2013-2015* | Percentage: 88.7%

# Certifications

* **Uninama** Certificate of Participation
* **Khubaib Goodwill Ambassador** Joining Khubaib Foundation on World Orphans Day
* **Wetlands** Certificate for Participation in World Wetlands Day 2012
* **Prevention of Child Abuse (PCA**) Volunteer Work
* **Hum Sabka Pakistan** Volunteer work at SPO

# Languages

English: Fluent, Urdu: Native, Punjabi: Native

# References

**Dr. Rubina Fareed** *Professional* Member ICT NCRC

Rubinadoc@gmail.com