

WORK EXPERIENCE



ADEENA ASAD

ISLAMABAD

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EDUCATION

BACHELORS IN HUMANITIES & SOCIAL SCIENCE

MAJOR (DEVELOPMENT STUDIES) (2022)

BAHRIA UNIVERSITY ISLAMABAD

MARTICULATION AND INTERMEDIATE (2018)

BAHRIA COLLEGE ISLAMABAD

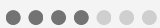
LANGUAGE

English Professionally Proficiency.

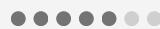
Urdu Native / Bilingual Proficiency.

SKILLS

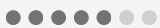
Project Management/ logistics



Problem Solving



Creativity/ Microsoft learning



Canva



PROJECT ASSISTANT/ADMIN ASSISTANT JAN 2020- JUL 2021

AT POOLS N PONDS

- Conducted quality checks on project deliverables to ensure they met established standards.
- Implemented quality assurance processes to enhance project outcomes and client satisfaction.
- Provided administrative support to project teams, including scheduling meetings, preparing agendas, and handling documentation.
- Managed communication flow within the team and with external stakeholders.
- Participated in relevant training programs or workshops to enhance project management skills.
- Monitored project budgets and resources, providing timely updates to project managers.

INTERNSHIP

(ADMINISTRATIVE ASSISTANT)

NOV 2022 MAY 2023

AT THE DEUTSCHE GESELLSCHAFT FUR INTERNATIONALE ZUSAMMENARBEIT GmbH, (GIZ)

- coordinated with the program teams and consultants in the preparation, organizing and documentation of events.
- Support with preparation and coordination of workshops, training, and stakeholder-meetings for participants
- Assist the supervisor in managing and maintaining the hotel database.
- arranged in-country and international travel of the staff, consultants, counterparts and ensure timely logistical arrangements i.e. travel ticket, accommodation, transportation,
- arranging transportation and in settlements of the allowances.
- drafting checklists and timelines for the organization of events
- Supported in actively identifying and shortlisting new hotels and guest houses as per GIZ rules
- documenting and compiling information of events for establishing a link to the focal points for PR and communication
- supported supervisor with follow-up with hotels regarding corrections of invoices and payments
- maintain the follow up with finance to keep an updated overview of payment status/ invoices.

COMMUNITY MANAGER

MAY 2023 AUG 2023

Ninjascode PVT LTD

- Set up and carry out social media and communication efforts to support business objectives.
- Developed interesting text, image, and video material for your social network profiles.
- Respond to comments and client inquiries as soon as possible.
- Organize and participate in community-building and brand-awareness events.
- Monitor and report on feedback and online reviews
- To ensure brand consistency, collaborate with the marketing, public relations, and communications teams.
- Develop relationships with current and prospective consumers, industry professionals,

VOLUNTEERING

JULY 2022 SEP 2022

AT HELPING HAND FOR RELEIF AND DEVELOPMENT

- Did some projects in rural areas and awareness campaigns
- supervising event management for different cancer awareness session in Islamabad
- building rapport and effective communication between team members
- supported the national advocacy campaign for sustainable development