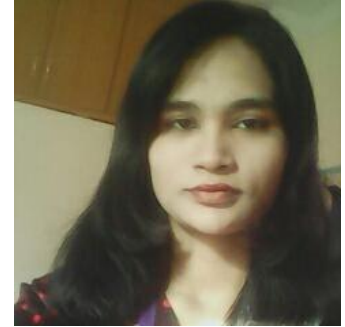


CAREER OBJECTIVE:

Iqra Kanwal



Phone: +92-343-2345562

Email: ikanwal01@gmail.com

Address: Sir Syed Chock , Rawalpindi, Pakistan.

RESEARCH AND ANALYSIS OFFICER

Seeking for the Position in challenging Environment to contribute Skills and Knowledge to besides Enhancing my capabilities as a professional and develop Health and Safety Culture of the Company.

EDUCATION:

Bachelors (PSYCHOLOGY COMPUTER SCIENCE)
(UoS)

F. Sc. (Pre-Med)

Farooq Colony College Sargodha

Matriculation (Science)

Govt. High School Bhalwal.

PROFESSIONAL CERTIFICATIONS:

- **Computer Networking & Designing**
- **Nursing**
- **Training on Sale and Educational programs**
- **Trainer in Tien International on self-grooming & Motivation.**
- **Interior Designer**
- **3D Modelers**
- **Graphics Designer**

TRAINING COURSES:

- **Basic First Aid Training from MGQ NURSING HOME Rawalpindi.**
- **Training from Green Star Family planning on health.**
- **Training from Tianshi international**
- **Training from Benazir Income support on social organizing and education.**
- **Training on Sales & Marketing Plans.**
- **Training on Self Grooming & Motivation Speaker at Dukhtar Foundation.**

Salient Features:

- Accent Neutralization
- Communication Skills training
- Convincing Power
- Corporate Etiquettes
- Career Development
- Performance Management

Experience Details:

Interior Designer: Recently working as an” Interior Designer”

Company Warsi Eng.Pvt. Ltd Rawalpindi

Work scope: 3d modules, Interior Designing, Elevations, Digital Videos Ad Site Visits, Follow Up & Executions

C.E.O : Working as C.E.O in Creative Ideas.

Company Creative Ideas House Decorators & Interiors

Work scope: Working in Creative Ideas House Decorators & Interiors Rawalpindi as C.E.O Last 5 Years .3d modules, Interior Designing, House Elevations, Digital Videos Ad, Home Decorations, Event Managements, Parties Decorations, Renovations , Wood Working, Designing & Constructions.

Business Development officer:

Company New Ad Care outdoor advertising media company

Work Scope Outdoor advertising media company Billboard, Signboard, LED Signs, Flex media.

Ad Care is one of the 10 top companies of Pakistan in advertising field jockey ,harmony, Ufone,Metro Shoes ,Pehchan mall and Warda are majors clients

Corporate Governance & Sale Coordinator:

Company Pakola Beverages & Turkish confectionery products by distribution of AS-SAMARAT (pvt) ltd

Client CSD, METRO Cash & Carry, All LMT's , DE Watson & Sateen Medical Store , Punjab CC, Save Mart etc.

Work Scope As. Samarat basically group of companies which deals in Pakola Beverages & Turkish confectionery products. Also providing Procurement services and labor staff to SILVER OAKS SCHOOL.

Working.

Responsibilities are here as sale coordination and follow up all sale activities.

- Creating Kpis, CSD and METRO CC billing and balance procedures till recovery invoices and follow up of all clients.
- Organize meetings with staff and sales team
- Training to sales team and brand ambassadors on sale productivity.
- Arrange visit and meeting of SPOTS and B.As

Research Officer:

Company The Sharp Investigation (pvt) ltd

Project A project of investigative team of under observation I.G Punjab Police.

Client Handling Overseas Pakistanis Cases in Pakistan

Work Scope Detective Police. Handling kidnapping, murder, background history, Fraud and other illegal cases

Community Health Educator:

Company Green Star social marketing (pvt) ltd

Project A project of Unsafe & USAID under of Fulcrum Pvt .Ltd

Client All gynecologist, lady health visitors and Midwives

Work Scope awareness about FP methods and communicate message of green star and guide to females about their health as Ipco (Inter personals Communication Officers) workers. It' was a field project .

Social Organizer:

Company AURAT Foundation

Project A project of Benazir Income Support supported by World Bank, UNO, DIFD

Client All registered benefitters of Bisp program and their child

Work Scope Wasilla e Taleem a project by BISP to aware people about education and free scholarship their child under Primary Section and 2-12 years under age child. Registration, admission in school and till their start scholarship

- 27-01-2015 a great mega registration camp in” UC Paryal “RWP was Presented a great orientation to the delegation of World Bank & Trained 207 females about the education gives 12 session in a day .

Nursing:

Company MGQ Old Home Rawalpindi.

Project Old and abnormal people are taken care and medicated here.

Client All old and heirless people.

Work Scope Take Care and Therapies, Medication and all check & Treatment of clients.

DATA ENTRY OPERATOR:

Company Al-Qaim Food Industry

Project All food items sale and distributions. .

Work Scope DATA ENTRY

- Also as Media Advertising Composer & Digital Aad.

COMPUTER SKILLS:

- 1 year course of Office Automation from Al-Habib computer academy Sargodha.
- Computer Based Managerial Applications.
- Presentations on Flash & Graphical Software.
- Windows 98, 2000, XP & Windows 7, 10,11
- MS Office (Word, Excel, Power Point)
- Dress designing ,

- In page ,Graphic designing,
- Sketch up 3d software
- Auto Max 3d
- Arora 3D
- Sweet Home 3D
- Interior Designer
- VSDC video Editor
- Crazy talk animation software
- Corel Draw, Adobe Shop Pccs
- Internet browsing and research
- Software installation

PERSONAL SKILLS:

- Power of Decision Making.
- Good Communication & Interpersonal Skills.
- Ability to Lead.
- Making Good Presentations.
- Problem Solver.
- Goals Oriented Hard Worker with Supporting Background & Educational Capabilities.

PERSONAL PROFILE:

- Father's Name : M.Safder
- Date of Birth : 24-12-1992
- CNIC : 38401-8283703-4
- Nationality : Pakistani
- Religion : Islam
- Gender : Female
- Marital Status : Married
- Domicile : Punjab
- Email : ikanwal01@gmail.com
- Language: English, Urdu, Punjabi

Reference:

References will be furnished upon request.