



# MARIA AYUB

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## OBJECTIVE

Driven and experienced resilient human being skilled in planning and supervising small and large events with positive attitude and grace. Having expertise in different company niches I have maturely developed a responsible approach in completing tasks on time and with eloquence. Able to collaborate with higher administration, lead project teams and ultimately deliver client results within budget.

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## EXPERIENCE

**Global Institute of Human Development, Shifa Tameer -e- Millat University (GIHD-STMU)**

**Specialist Care PWD (Currently)**

**Management Coordinator | Streamlining Operations | Enhancing Efficiency**

- Results-driven Management Coordinator with a proven track record in optimizing organizational processes and supporting senior management. Adept at coordinating projects, managing administrative tasks, and facilitating effective communication across teams. Skilled in resource allocation, data management, and event planning, with a focus on improving operational efficiency and ensuring compliance with policies.

**\*\*Core Competencies:\*\***

- Project Coordination
- Administrative Support
- Data Management
- Process Improvement
- Communication & Liaison
- Event Planning

**5G Group of Companies (Islamabad)**

**Business Development executive (2022-2023)**

**Roles and responsibilities**

- Development and implemented new marketing and sales plans. Defined work strategy thorough out the year. Constantly reviewed customers feedback. Worked with my team on customers satisfaction strategy.
- Increased the satisfaction level up to 85% to 95% percent. Ensured that new clients will grow into a loyal customer by providing top notch and on time facilities.

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## **EDUCATION**

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2022-2024(Bahria University Islamabad)

MS Project management (I did two projects in my final semesters primavera and PMO software)

2018-2020(International Islamic University Islamabad)

M.SC MATHEMATICS

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## **AWARDS AND ACKNOWLEDGEMENTS**

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- Sales Individual and Business Development Award.(Company's Annual Dinner).
- Excellence in Customer Partnership Award.(Company's Annual Dinner)

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## **SKILLS**

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- Decision Making
- Project planing and management
- Critical Thinking
- Teamwork
- Communication Skills
- Leadership
- Problem Solving
- Microsoft user
- Customer Management