

BIO

I'm a BS graduate currently on the path to completing my MS degree. skilled in teamwork and fluent in English and Urdu. Proficient in Word, PowerPoint, and Excel. Dedicated to social work with recognized impactful contributions, certifications, and active engagement in diverse regional programs for meaningful change

CONTACT

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CERTIFICATIONS

- Volunteer/ appreciation
- Delegates participation
- Marketing organizer
- Promoting entrepreneurship through simulation by US, embassy
- Career development through scholarships
- Researcher for media team
- Internship in NBP
- Completing the job of Business support assistant

LANGUAGES

- Urdu
- English
- Farsi
- Dari

REHANA

BSBA Graduate

ADDRESS QUETTA, BALOCHISTAN, 87300

EDUCATION

School: Tameer Nasle Nau high school Quetta
2002 – 2014

- got 73% in matric exams with grade A

College: Islamia girls college Quetta.
(2014-2016)

- got 65% in intermediate exams with grade B+

Bachelors: Balochistan university of information technology, engineering & management sciences. (BUIITEMS)
(2016- 2020)

- graduate with a degree in (BS) Business Administration
- got 70% with Cgpa- 2.8 /4.00 in bachelors.
- Major In Human Resource Management (HRM)

WORK EXPERIENCE

Researcher for Media

2020-10 current

- generated data models performed different data analysis and helped procedure reports outlining.

Marketing coordinator

2020-07- current

- print Eazy company
- created social media content with consistent content and tone.

Business support assistant

2018-2021-12

- observed packing operations to verify conformance to specifications.
- evaluated performance and policies against metrics.

Internship- internee

December 2018 – February 2019

- at National Bank of Pakistan regional office Quetta
- worked as a internee
- kept physical files and digitized records organized for easy updating and retrieval by authorized team members.

SKILLS

- having good written and verbal communication
- Microsoft office suite (WORDS, EXCEL & PPT)
- Self-driven and motivated individual
- Diligent, confident, and dedicated to hard work
- Proficient in collaborative team environments
- Strong presentation skills
- Proficiency in conducting research and gathering relevant information.