***ARZOO KHIZAR***

***Lahore University of Management Sciences***

***Phone no: 03122881012***

***Email:*** [***21020463@lums.edu.pk***](mailto:21020463@lums.edu.pk)

[***Arzukhizer125@gmail.com***](mailto:Arzukhizer125@gmail.com)

***Profile***

Hard work, consistency and dedication are the best words to describe the kind of personality I am bestowed with. Always eager to learn new skills and instant adoptive qualities really help me in venturing on new tasks. Constant urge to grow is what keeps me active and on the top of every list.

|  |  |  |  |
| --- | --- | --- | --- |
|  | |  | |
|  | |
| ***Academic projects***  ***Field work – Research***  Lahore, Pakistan [10/2018 – 02/2019]   * Coordinated with various number of students to field visits and developed team building attributes. * Completed 1000 surveys (combined) in different areas of Lahore, including Ichra, Badami bhag, Mughalpura, etc. The survey questions were posed at the Public and their honest reviews were recorded. The potential topic of the entire project was "violence towards women" with subtopics about State role, public's opinion about police and judicial system. * Acquired prime experience in communicating politely with random people with the perfect blend of patience. * Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.   ***Internship***  AKADEMOS, Lahore [06/19 – 08/19]   * Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately. * Worked with customers to understand requirements and provide the results to the respected companies. * Experience of Mystery shopping in different brands and gained exceptional observation and technical skills. * Managed to hand over the assigned tasks before time. * Covered extra mile in putting an effort to data entries in Excel files to make online bulletins.   MULLBERRY ANALYTICS, Lahore [12/19 – 01/20] and [05/20 – 06/20]   * Managed Facebook page * Collected and handled customer data i.e. customer support service. * Presented new ideas for the better engagement of the customers. Such as Creative writing for the posts on social media * Worked on the back end of SUPA website   ***FREELANCING***   * ***Academic, Creative, Content and Research essays*** * ***Have been doing freelancing for one year*** * ***Completed and handed over efficient pieces of work with satisfied customers*** | | | |
| *EDUCATION* |
|
| *Matriculation: Sciences* *2014*  *Government Model Muslims Girls High School, Multan*   * Graduated with 94% * Senior Member of School Band * Graduated in Top 10 Students of School * Elected group leader of fellow students   *Intermediate: Pre-engineering* *2016*  *KIPS, Multan*   * Graduated with 84% * Recipient of Merit based Scholarship * Recipient of Benevolent fund   *Bachelor of Science: BSc Anthropology Sociology 2021*  *LAHORE UNIVERSITY OF MANAGEMENT SCIENCES*   * Continuing education in Anthropology / Sociology * CGPA 3.0 | | |

|  |
| --- |
| *skills* |
|
| * Specific research projects * Fiction writing (Both English and Urdu) * Academic writing * Event Management and Team management * Good communication skills (Both English and Urdu) * Academic goal advisement * Friendly and personable | |
| ***Interests*** |
|
| Fiction Writing  Reading Swimming Badminton Basketball Photography | |