**Muntaha Khalid**

**Address:** 82-AState Life Housing Society, Lahore, Pakistan; **Phone:** +92 3168470525.

**Email:** 23110303@lums.edu.pk; **Date of Birth:** March 6th, 2002

My objective is to get an internship in area of Graphic Design.

**EDUCATION**

**Lahore University of Management Sciences**  **Aug 2019 - Jun2023**

*BSc (Honours) in Management Sciences*

Core Courses: **Principles of Marketing**, **Principles of Management, Introduction to Computer and Problem Solving.**

**Britain International College Network**

*Intermediate Education: Pre- engineering* **May 2017- May 2019**

Core courses: **Mathematics, Physics, Chemistry, English.**

**SKILLS**

|  |  |
| --- | --- |
| * Microsoft Excel - Intermediate
* Web development – Intermediate
* Feasibility Analysis
 | * Communication Skills
* Interpersonal Skills – Effective Negotiation
* Leadership and Team player
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**AWARDS AND HONORS**

* **Language President at School Aug 2014-Aug 2015**
* **Class President Aug 2016- Aug 2019**
* **Scholarship on Matric Result May 2018**
* **Received Laptops from college and Govt. Sept 2019**
* **Achieved many trophies and medals on excellent**

**performance in sports and academics.**

**EXTRA CURRICULAR**

**LUMS Society of Professional Accountancy**

*Assistant Director –Project Advisory Department* **June 2021 - Ongoing**

* Made effective plans and contacted top management of different departments at LUMS to arrange impeccable internships for the students.

*Event Head – Events Department* **Sep 2020 – Ongoing**

* Helped the team in finding new, amazing, and interesting games for the flagship event of the society.
* Used creativity skills by making accounting-based case studies for my certain events.
* Arranged and managed different online events successfully by making use of my management skills.
* Experienced teamwork while finding a large number of participants for the events.

**LUMS Alpha society**

*Social media executive –Promotions Department* **Sep 2019 – Ongoing**

* Handled social media campaigns and content on Facebook’s page and LUMS groups for effective marketing of Alpha Society.
* Handled on-ground activities and operations for **three** significant Alpha events to make sure the events are executed successfully.

**INTERESTS**

* Sports
* Travelling
* Painting
* Sketching