**MAHNOOR JAMIL**

**Contact:** 03345619133 **Date of birth:** 07-12-1999

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**EXPERIENCE**

# Project Manager for Amsterdam University of Applied Sciences and Heilongjiang’s International University in Harbin, China. (1st September 2020 – Current)

* Project Manager for consultancy in website structuring and security.
* Manager for the Dean of Heilongjiang and Professor of Amsterdam University, Sander Schroevers, promotional website and social media.

# Marketing Manager at Qgroup.

# 3) Global Organization AIESEC (2018-2019)

# Team Lead and Information Manager (Dec 2018- Jun 2019)

* Performed International interaction through Global Entrepreneur.
* Learned how to send people from Pakistan to Abroad through Global Volunteer.
* Handled Exchange participants so they have a quality experience.
* Achieving team standards and the Sustainable Development Goals (SDGs).
* Developing leadership qualities through cross cultural exchanges and promoting a diversified learning environment.
* Organizing informational conferences in multiple universities across Islamabad.
* Attaining firm grip in communication skills and contributing to the youth leadership movement in the organization.
* Interacted with multiple local committees across the globe.



**VIRTUAL INTERNSHIPS**

**MICROSOFT Virtual Internship Experience Program Participant (15 July 2020)**

Badge of Completion for the Go-To-Market: Undergraduate and Master Asia Virtual Experience Program

Tasks completed:

1. Welcome to your Virtual Experience.

2. Preparing for your Virtual Experience.

3. Campus to Corporate: Business Foundation Skills.

4. Campus to Corporate: Work Ready Skills.

5. Work Ready Skills.

6. Technical GTM Skills.



**ACADEMIC ACHIEVEMENT**

# Bachelors in Computer Sciences from Bahria University (2017- Current)

1. **Amsterdam University of Applied Sciences: Summer School. (2020)**

# Completed O'levels and A'levels from Islamabad College of Arts and Sciences (ICAS) (2014-2017)

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**SKILLS – PROFICIENT IN**

* MS Office (Word, Power Point, Excel)
* Databases
* Object Oriented Programming
* Communication, and collaboration skills.



**CERTIFICATES**

* + European Countries Cooperation in Pakistan Volunteer (2018)
  + United Nations Day in USEFP (2012)
  + Islamabad Private Schools Athletic Association (2012)



**CONFERENCE**



**HONORS AND ACHIEVEMENTS**

**MICROSOFT:**

# 1) MICROSOFT Office Specialist Word 2016 Badge (29 December 2018)

**GOOGLE**

**1) Google Analytics for Beginners.**

**2) Google Fundamentals of digital Marketing.**

**3) Google Analytics Individual Qualification**

**University of Manchester: Managing Responsibly, Practicing Sustainability, Responsibility and Ethics**

Tasks completed:

1. Sustainability

2. Responsibility.

3. Ethics.

**Open University United Kingdom; Effective communication in the workplace (30th August 2020)**

Tasks completed:

1. Communication skills

2. Non-verbal communication

3. Verbal communication

4. Written communication

5. Communication and diversity.

