**Merzia Hasnain Khandwala**

**Undergraduate** **Student**

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**Education:**

* BSc Sociology & Anthropology 3.0 GPA Lahore University of Management Sciences Batch of 2022
* CIE Advance Level 2 B & 1 C Nixor College Batch of 2018
* CIE Ordinary Level 5 A\* & 3A & 1B Springfield School Batch of 2016

**Work Experience:**

* Content Writer at CAPS (Counselling and Psychological Services) at LUMS.

Wrote and analyzed different articles and short pieces of information to create psychological awareness.

* Director of Bloodlink Department in LUMS Community Service Society

Leading a team of members to help arrange blood for day to day blood requests, organizing bi-annual blood drives and other health related campaigns e.g. door to door hepatitis awareness campaign in the slums of Lahore.

**Unofficial Work:**

* Edited and written essays for students on various topics.
* Tutored kids of neighbors and colleagues from class 3-5, all subjects.
* Created Makeup Looks for various events.

**Extra-Curricular Activities**:

* Volunteered at TFC Summer Camp 2014

Lead and taught a class of kids of Grade 5 basic English, math and Urdu skills along with organizing arts & crafts and sport activities for them.

* Volunteered at Dar-Ul-Sukoon for 20+ hours in 2014.

Took care of and observed different patients in regards to their habits, behaviors and relationships with others to assist the psychological department.

* Volunteered at Nixor Event Management Society (NEMS) for 130+ hours in 2016

Helped organize, set up, supervise and pack up various events.

* Volunteered at Adopt an Orphanage at Nixor College in 2016.

Spent time with children and helped plan different activities for them.

**Achievements**:

* Participated in Global Arts Camp in 2006.
* Participated in All Pakistan Aspiring Writer’s Convention in 2013 organized by the LUMS Literary Society.
* Awarded Certificate of Achievement for exceptional performance in O’ Level Examinations.
* Awarded a Merit Certificate for proficiency in Economics at 91% in 2015.

**Hard Skills:**

* Can use Excel, Word and PowerPoint decently well.
* Can use Canva and Photoshop decently well.

**Soft Skills:**

* Creativity.

Good at arts & crafts, writing and editing.

* Communication.

Proficient in English and Urdu language.

* Event Management.

Good at organizing and overlooking the logistics of an event.

* Leadership.

Can lead and supervise a group of people to make sure the work is well distributed and done timely.

* Marketing.

Good at brainstorming and analyzing different ideas and strategies for online promotion.