



Ayesha Tariq

Student & Part-time employee
Contact no: +92 334 4549312

[Email me](#)



About Me

I am a tech-savvy individual pursuing a Bachelor's degree in management and seeking a position as a Project Manager. With experience in HR, operations management, project management, administration, and community management, I am well-equipped to handle any challenge. I have a passion for learning and consistently seek to enhance my skills, including attending multiple cybersecurity seminars and workshops. I am adept at multitasking and proficient in technology, but also aware of my weaknesses, such as anger issues. In my free time, I enjoy making animated sketches.



Personal Mission

"To leave the world a better place than I found it."

"To empower growth and development in others by fostering a positive and collaborative professional environment."

Education



Primary School (Jinnah Ideal School)

Nursery to Grade 8th (2005 _ 2015)

Secondary School (Syed School System) 2015 2017

Matric in Computer science / Grade 9 to Grade 10 marks 975/1100 (89%)

Punjab Group of Colleges Lahore (2017 to 2019)

Intermediate in Computer science / Grade 11 to Grade 12 marks 890/1100 (80%)

Diploma PNY Training.(2020_2021)

Advanced diploma in Cybersecurity

Punjab University Lahore (2019 2023)

Bachelors in Administration and management sciences

Certifications & Workshops



This diploma helped me in earning the status of a Bug Hunter. I gained skills to identify technical and non-technical bugs in webs. I can proudly say It made me able to discover security vulnerabilities and weaknesses in web applications.

PNY Trainings



Attended Workshops on Cybersecurity and achieved a better understanding of how to protect myself from cyberattacks while staying online or using Smartphones or PC.

Edureka



Completed the 46 CEUS/CPES and 46 hours the training course provided by Cybrary in CompTIA Security+

Cybrary

Professional accomplishments



"I garnered the Designer of the month award for achieving my content & Design goals during my internship." To see my design click on learn more.

[Learn more](#)



"I garnered the Intern of the session award with the help of my Critical thinking, Public speaking, Taking initiative, leadership and Teamwork skills."

Volunteering/community service



Unicef

In this program Guided by the Sustainable Development Goals (SDGs) and aligned with the Convention on the Rights of the Child (CRC) and to the Convention on the Rights of Persons with Disabilities (CRPD), UNICEF Inspired me to be a helping hand for the people with disabilities.



CEMS

This event gave me an excellent opportunity to expand my public speaking skills as I worked as a talent hunt ambassador and invited students to participate in the program and express their art talent in public.

Volunteering/community service

Fundraiser for Flood Victims in Pakistan (2022)

As a fundraiser for the victims of the 2022 floods that hit Pakistan, I had the opportunity to work alongside a team of students, teachers, and administrative personnel from Punjab University Lahore. Together, we embarked on a mission to collect funds for the people affected by the devastating floods.

Our team worked tirelessly to collect funds from all 53 departments of the university, including faculty, staff, and students. As a volunteer, I was responsible for coordinating fundraising efforts, working closely with team members to ensure that we were maximizing our efforts and making a real impact. I also worked to raise awareness of the floods and the impact they were having on local communities, using social media and other channels to reach a wider audience and encourage more people to donate.

Through our efforts, we were able to collect a significant amount of funds, which were donated to reputable organizations working on the ground to provide relief and support to those affected by the floods. I am proud to have been part of this effort, and I believe that our work made a real difference in the lives of people who were struggling to recover from the devastating effects of the floods.



Experience (Freelance work)



Content Creator

Yapply/ Eklavya

As a freelance content creator for an educational app catering to grades 1 to 8, I was responsible for developing engaging and informative PowerPoint presentations on a variety of subjects. In addition to content creation, I also curated existing content and uploaded it to the server. As part of my duties, I wrote descriptions for the lessons to provide context and guidance for teachers and students.

To create the PowerPoint presentations, I utilized the Canvas platform, a versatile tool for designing and delivering multimedia educational content. With a focus on meeting the unique needs and learning styles of students across different grade levels and subjects, I ensured that the lessons were visually appealing, informative, and easy to understand.

Jan 2020- April 2020

Etsy Digital Products

Facebook client

As a freelance digital product creator for Etsy, I was responsible for creating high-quality digital products that provided value to customers. Specifically, I specialized in creating a variety of products such as thank you cards, printable planners, digital planners, logos, business cards, and calendars.

In addition to creating these products, I also wrote compelling and engaging product descriptions that highlighted the features and benefits of each item. By doing so, I helped customers understand the unique value proposition of each product, which ultimately increased sales and customer satisfaction. I took great care in ensuring that each product was visually appealing and had a professional design.

Jan 2020- June 2020

Assignment Writer

Content Writers

As a freelance writer, I had the opportunity to work on various assignments for clients across different subjects. One of my key responsibilities was to ensure that all assignments were completed within tight deadlines while maintaining the highest level of quality.

I worked closely with clients to understand their specific requirements and expectations for each assignment. I then conducted thorough research on the given topic and utilized my writing expertise to craft engaging, informative, and well-structured content. Whether it was an essay, research paper, or any other type of assignment, I always ensured that the content was original, plagiarism-free, and met all the necessary academic requirements.

Sep 2020- Dec 2020

Experience (Internships)



Human Resources (HR) Assistant

Docplus

In addition to my HR administrative duties, I also played a key role in managing employee performance.

Here are some of the tasks I carried out every day.

- Hire the right employees
- Social media marketing
- Conduct disciplinary actions
- Update policies
- Maintain employee records
- Send offer letters and LOR
- Records Management
- Performance Management
- Performance appraisal

May 2020 - Sep 2020

Project Manager/Scrum Master

Docplus

I worked closely with the team to plan and develop project ideas, create and lead a high-performing team, monitor project progress, and set deadlines to ensure timely delivery. I was also responsible for solving any issues that arose during the project lifecycle, managing the project budget, and ensuring client satisfaction by keeping them informed of the progress and addressing any concerns. Furthermore, I evaluated project performance by closely examining the work of each intern involved in the project and providing constructive feedback to improve their skills.

Apr 2021 - Aug 2021

Operations Management

Out Of The Box Solutions

During my internship, I get to interact directly with members of the regular staff and oversee a wide range of business operations, including employee supervision, administration tasks, strategic planning, and organizational development.

- Lots of data entry work and records management are one of my day-to-day tasks.
- Finding educational institutes to promote the completion.
- Getting the Registration process done for completion
- Distributing Certificates to winners.

Sep 2021 - Dec 2021

Experience (Part-time work)



Community Manager & Reporting Manager

Nblik

NbliK is an online forum to share knowledge, information, and opinion on any topic of the user's choice. After working at NbliK I gained the status of a self-starter because I proactively reached out and build relationships.

- Worked on sourcing/onboarding writers and assortment planning to ensure that NbliK has a leadership position in identified categories
- Own, define, and drive growth strategy across the category, writers onboarding, consumer segments, and geographies.
- Manage category operations, inbound planning, catalog monitoring, and margins.

Jan 2022 - March 2022

Executive Assistant To CEO

Pucho Digital health Inc.

In an Artificial intelligence-based healthcare startup handled a variety of tasks on a daily basis, including arranging meetings with stakeholders, making business presentations, and conducting research on FDA regulations.

Some of the tasks I carried out every day:

- Arranging meetings and rescheduling.
- Market Research
- Drafting email for business engagement and for running clinical trials and real world trials of AI based covid screening platform.
- Swot analysis of our AI products and services

Apr 2022 - July 2022

Real Estate Operations Executive

AD Real Estate Services LLC

AD Real Estate Services LLC is a US company that buys, manages, and operates apartment complexes in US and Airbnb units. The company is fast growing, helping investors to invest in US real estate. Working here gave me experience in real estate. Few of my tasks are as below:

Maintain notes and meeting minutes

- Perform follow-up on action items
- Work with team members to coordinate projects, timelines, and what needs to be done
- Manage social media (Facebook) to increase engagement and respond to posts
- Conduct research on a need basis

Aug 2022 -Jan 2023

Major Tools with Hands-on experience



Jira



Clickup



Trello



G Suite



Notion



microsoft office
suite



Airtable



Dropbox



Mailcimp



Burp Suite



Slack



ZOHO CRM



SPSS



YARDI



Canva



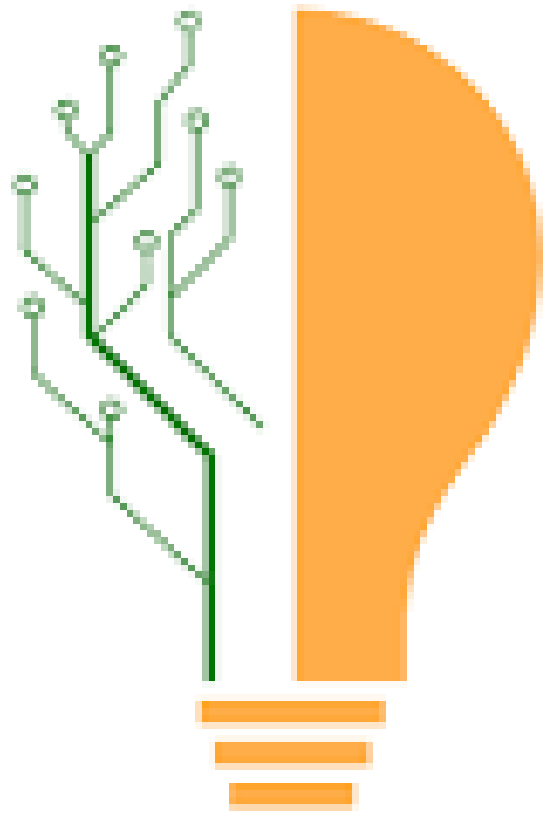
Pitch



Wireshark



OWASP Zap



IDEA BANK
National Idea Bank

Professional development activities

As a participant in the National Idea Bank 2021 competition, I presented a project titled "Secure Cyberspace" aimed at addressing the growing cyber threats in Pakistan. My project was selected for the city-level round and was ranked 10th overall in the city of Lahore.

The project included several components, such as developing guidelines for businesses and private organizations to protect against cyber-attacks, improving the government's existing policies to cover all aspects of cybersecurity, and increasing awareness among the general public about the importance of cybersecurity.

[Learn more](#)



TALENT HUNT

Unilever Talent Hunt

As a participant in the Unilever Talent Hunt Program, I had the opportunity to work on a case study for Rafhan, a leading food manufacturing company. The challenge was to reposition the brand to appeal to a wider consumer base and increase market share. To address this challenge, I conducted extensive research to identify areas where the brand needed to improve, including product line, marketing, and overall brand perception. Based on my findings, I developed a comprehensive plan to reposition Rafhan and increase its market share. One of the key elements of my plan was the development of a new product line that would appeal to a wider range of consumers. To showcase my plan, I created a video pitch that highlighted the key elements of my strategy, including the new product line and marketing initiatives to increase brand awareness and appeal.

[Learn more](#)

Professional development activities

I participated in a public bug hunting program as a passive bug hunter. Discovering the **P4 – LOW and P5 – BIZ ACCEPTED RISK Bugs** was one of the proud moments as I never expected myself to discover security vulnerabilities and weaknesses in web applications. Even though they were unpaid category but the joy was enough.



Participated in an essay writing competition

This experience allowed me to gain a deeper understanding of International Relations and the complexities of international economic cooperation. Through exploring CPEC's impact on socioeconomic development in Pakistan, I gained insights into the importance of considering local impacts and challenges. It also highlighted the potential benefits and drawbacks of such agreements to create more equitable and sustainable outcomes. This experience has inspired me to continue exploring the dynamics of international cooperation and its impact on local communities.



[Learn more](#)



Personal Activities

Anime database website MyAnimeList and web novel platform Honeyfeed announced an English-language web novel writing contest in the year 2021 and I got a chance to participate in completion that could fulfill my childhood dream by giving me a chance to be an anime story writer. In addition to this, I am much active in character drawing. To see a sample of my work you can click on the button below.

[Learn more](#)

