

Qurat-ul-Ain

Project Manager



03335548842



anee2girl@gmail.com



Qurat-ul-ain Anee

Education History



Secondary School Certification (SSC)

KRL Model College Kahuta
2008-2010

Higher Secondary School Certification (HSSC)

KRL Model College Kahuta
2010-2012

Bachelors of Engineering in Information Technology (BEIT)

Dr. A. Q. Khan Institute of Computer Sciences and Information Technology
2012-2016

Masters in Project Management (MSPM)

Capital University of Science and Technology
2019-2021

Work Experience

• Exam Officer

Mobeen Model Secondary School Kahuta
2017-2018

I played a pivotal role in overseeing the accurate and timely processing of examination results. This involved close collaboration with teaching staff to meticulously input grades into the system. Additionally, I took charge of the seamless distribution of results to students, ensuring transparency and accessibility. Throughout this process, I was dedicated to providing support and addressing any queries.

• Virtual Team Lead

Emenu International
2021-2022

Collaborated effectively as a virtual team member, demonstrating strong communication skills and adaptability to virtual work environments.

Contributed to the success of virtual team projects, showcasing commitment to tasks and leveraging technology for efficient project collaboration.

• Examination Officer

Ibadat International university Islamabad.

2023-Currently working

Exam Coordination: Involved in scheduling exams and coordinating with faculty to develop exam papers.

Regulatory Compliance: compliance with policies related to accessibility, accommodations for students with disabilities, and exam protocols.

Data Management: Managing exam-related data, including student registrations, exam scores, and statistical analysis of exam results. This data may be used for various purposes, such as evaluating student performance, assessing teaching effectiveness, and informing curriculum development.

Relevant Projects

• Detailed Research Project about Allied Bank

In-depth interview with the Branch Manager of Allied Bank to gain insights into their operational processes, management strategies, and overall organizational structure.

• National Defense University Visit and HR Management Discussion

Initiated and conducted a visit to NDU University, engaging in discussions with their HR department to gain insights into their system management and distinctive practices.

Technical Skills

Project Management Tools Proficiency:

- Microsoft Project
- Jira
- Trello
- Asana
- Monday.com

Office Software

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Google Workspace (Docs, Sheets, Slides)
- Spss