

Resume

Basic information

Name	HAJRA JAMIL
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Work experience

Oct 2023 - Present

Administrative Assistant

UNICEF (ASK Development Contract)

- Monitoring of ongoing construction projects inside UNICEF PCO (Cafeteria , 2nd Floor office). coordinate with vendors on work progress and sample collection.
- Progress report writing of ongoing construction projects.
- Updating overview of UNICEF Projects with latest information related to ongoing and previous projects. update with visit dates, work status and coordinates.
- taking records of field visits by construction Engineers and writing reports of field visits.
- Attendance, Working hour record of construction team.
- Arrangements for meeting with vendors.
- Coordinate with Admin Colleagues for Transport, Protocol and other admin related services.
- Travel Arrangements for Supervisor like travel plan, vehicle arrangement, accommodation, Estcourt booking, NOC from MOFA and UNDSS Security clearance.
- preparation of formats and forms for reporting.
- Hard and soft filling of all reports of ongoing, previous and upcoming projects for future records.

January 2023 - June 2023

Interior Designer

V Surfaces

Setting sections of following areas

Drawing room

Bedroom

Dining Area

August 2022 - September 2022

Internee

Archshire Design Studio

- Completion drawings
- Submission drawings
- Interior Drawings

August 2020 - November 2020

Internee

Mars Design Square

- As an Internee, I designed an imaginary studio apartment, 60'X40' House.

- Worked on AutoCAD for making floor plan.
- Worked on Sketchup for 3D model and interior details.
- Worked on Lumion 8.5 for renders.

Skills

- Microsoft Word
- PowerPoint
- Microsoft Excel
- AutoCAD
- Sketchup
- Lumion
- Corel Draw

Education

2017 - 2021

BS Hons

QUAID-E-AZAM UNIVERSITY, ISLAMABAD

I complete my BS Hons from F.G college of Home Economics & Management sciences F-11/1 Islamabad.

I scored CGPA(3.5/4.00).

The Degree Affiliated with QUAID-E-AZAM UNIVERSITY, ISLAMABAD

2015 - 2017

INTERMEDIATE IN HOME ECONOMICS

UNIVERSITY OF PUNJAB

I Scored First Division in my intermediate.

2014 - 2015

MATRIC

F.B.I.S.E

I was scored "A" Grade in my matriculation.

Interests

Interior designing, Graphic designing, Art and Craft, learn new software related to respected field

References

References available upon request.