

# LAIBA IMROZE

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## CAREER OBJECTIVE

Professional and dedicated individual capable of managing accounts operations of an organization with an aim to excel in future through continuous hard work, dedication and commitment. Keeping in mind the qualifications I have I'm Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings and to get an opportunity where I can make the best of my potential and contribute to the organization's growth.

## KEY SKILLS

### Soft Skills:

- Strong communication skills with the ability to communicate effectively with key decision makers
- Efficient time management skills
- Strong attention to detail
- Ability to work independently as well as a team member
- Professional customer service skills
- Multi-tasking

### Technical Skills:

- Drop Box
- STATA
- Quick book (Intermediate)
- Digital marketing

### Microsoft:

- Word
- Excel
- Power Point

## EDUCATION

M-PHIL IN GOVERNMENT AND PUBLIC POLICY	2023- Continued
<b>National Defence University E-9, Islamabad</b>	
BACHELOR OF ECONOMICS	2019 - 2023
<b>National Defence University E-9, Islamabad</b>	
INTERMEDIATE IN COMPUTER SCIENCE	2017- 2018
<b>Fazaia Inter College E-9, Islamabad</b>	
MATRICULATION IN COMPUTER SCIENCE	2015- 2016
<b>I.M.C.G.F-10/2 , ISLAMABAD</b>	

## CERTIFICATIONS

NATIONAL WORKSHOP ON BUILDING NUTRITION RESILIENCE IN PAKISTAN

**Acted as a social media volunteer in “Action Against Hunger” workshop**

SOCIAL MEDIA CONCLAVE

**Contributed in organizing “Social Media Conclave” as Project Ambassador & team member**

## EXPERIENCE

### ❖ Research Analyst | National Defence University

**Duration | Sep, 2021- Jan, 2023**

- Worked with the research analysis projects and have done several research papers related to the course throughout the degree
- Built institutions research portfolio in accordance long-term strategic plan
- Established connections with liaison to industrial and commercial stakeholders allowing industry trends to inform research and vice versa.

### ❖ Project Coordinator | Agency21 International Real Estate Agency (IMARAT GROUP OF COMPANIES).

**Duration | 1<sup>st</sup> April,2023- 10<sup>th</sup> oct, 2023**

- I worked as a Project Coordinator(Handling Accounts and Finance). And also handling the Branch operations and Coordination.
- Additionally, would work closely with clients to cater their queries and manage client relations one to one.
- Creation of instalment plans, posting bank receipt vouchers on real time basis and generation of periodic KPI's reports with over-seeing daily operations of the department.
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- Also working as an investment advisor dealing with sales regarding their main projects and completing their monthly targets on time.
- Reporting up-to date KPIs reports every week and at the month ends.

### ❖ Senior Accountant | PN Farms Directorate (Naval Headquarters E-8 Islamabad)

**Duration | 15<sup>th</sup> Oct, 2023 – 15<sup>th</sup> Feb, 2024**

- I have been handling all the main accounts regarding instalment plans allotted to naval officers making all the records up to date.
- Creation of instalment plans, posting bank receipt vouchers on real time basis.

### ❖ Social Media Marketing Manager | Eposmatic | Duration | 2023-2024

- Develop and execute social media strategies that align with Eposmatic's marketing goals and target audience.
- Manage and oversee all company social media accounts, including but not limited to Facebook, Instagram, LinkedIn, Twitter, and YouTube.
- Create engaging, high-quality content, including graphics, videos, and written posts, tailored to each platform.

## INTERESTS

- sports
- Designing
- Painting

## REFERENCES

Available on request

