



# HUMAIRA CHISHTI

ADMINISTRATIVE EXECUTIVE  
ASSITANT | PROJECT MANAGER |

Pakistani based with double masters degree one in botany and one in business administration. Offering 10 years of experience as a freelancer in content development, project management, executive assistant and personal assistant. Combines strategic thinking and creative execution to drive projects forward . Adept at working in international environments.



Bahawalpur, Pakistan



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## LANGUAGES

- ENGLISH (NATIVE)
- URDU (NATIVE)
- HINDI ( FLUENT)
- ARABIC (BASIC)
- FRENCH ( BASIC)

## TECHNOLOGICAL PROFICIENCIES

- Microsoft Office Suite
- Canva
- Adobe Photoshop ( Basic )
- AI, Chat GPT
- Google Suite

## CORE COMPETENCIES

- QUALITATIVE RESEARCH
- CONTENT DEVELOPMENT
- COPYWRITING
- PROJECT MANAGEMENT
- SOCIAL MEDIA MANAGEMENT
- STRATEGIC CONSULTING
- CRM
- CONTENT WRITING

## PROFESSIONAL EXPERIENCES

### Executive Assistant

Dec 2022 / 2023 - Void Games, Idaho

- **Managing tasks | conducting research:**  
Worked with the CEO himself, scheduling meetings, every day and weekly TODO list, Phone calls and texting clients and personal contacts,
- **Project management:** for all the game developers used to manage the project and keeping the track of new updates and weekly reports.
- **Promoted to Marketing Assistant:**  
Outreaching through cold emailing and cold calling and LinkedIn navigation, generated many leads and managed the social media pages.

### Administrative/ Personal Assistant

Dec 2021 / 2022 - Gym Constructor, Murcia, Spain

Nov 2020 / 2021 - BPC Investments & Development LLC

## Soft Skills

- EMAIL
- SCHEDULE APPOINTMENTS
- DATA ENTRY
- CUSTOMER SERVICES
- COLD CALLING
- OUT REACHING
- COLD EMAILING
- GRAPHIC DESIGNING
- COMMUNICATION
- PROBLEM SOLVING
- CRITICAL THINKING
- RECEPTIONIST

## Softwares & Tools

- ASANA
- JIRA
- NOTION
- SLACK
- TRELLO
- ZOOM
- CLICKUP
- ADOBE PHOTOSHOP
- ADOBE ILLUSTRATOR
- DISCORD/ SKYPE
- BLOGGER

## Certifications

- CREATIVE DESIGNING COURSE ( EROZAGAR) **2016**
- INEQUALITY MONITORING IN SEXUAL, REPRODUCTIVE, MATERNAL, CHILD (HEALTH WORLD HEALTH ORGANIZATION) **2017**
- PARTICIPATION OF WOMEN AND GIRLS (UNICEF) **2017**
- CONFRONTING AND COUNTERING GENDER-BASED VIOLENCE ( AMNESTY) **2018**
- EXPLORING INCLUSIVE PEDAGOGIES ( BRITISH COUNCIL) **2018**
- ENDANGERED ARCHAEOLOGY ( DHURUM UNIVERITY) **2019**
- EXPLORING GENDER EQUALITY ( BRITISH COUNCIL) **2020**
- DIANA AWARDS **2020**

## Key responsibilities:

- Correspondence emails
- Social media management
- Scheduling meetings
- Daily and weekly to-dos
- Podcast and attending meetings on behalf
- Event organizing
- Book-keeping

## PROJECT MANAGER

Oct 2018/ 2020 - Referrizer, Florida

- Responsible for leading Agile development process across multiple projects, ensuring adherence to referrizer framework, Agile principles and values
- Successfully managed and delivered multiple projects on time, within budget, and meeting quality standards
- Facilitate team collaboration, oversee project budgets, manage risks, and provide regular updates to stakeholders
- Identify and allocate project resources including working collaboratively with other Project Managers to assign internal resources

## PROJECT MANAGER

Oct 2016 / 2018 - EMEA, London

- Expanded my role responsibilities to all EMEA
- Solely managed all responsible tasks for all EMEA markets
- Carried out used car training to all internal and external teams
- Coordinated all logistics moves for used vehicles inbound & outbound across EMEA

## SOCIAL MEDIA MANAGER

Jan 2016 / 2016 - Tempo Pilates, London

- CLIMATE CHANGE AND HUMAN RIGHTS (AMNESTY INTERNATIONAL) 2022
- ESSAY COMPETITION (ROYAL COMMON WEALTH UK) 2023

## Education

### 2020-2022 MBA MASTERS IN BUSINESS ADMINISTRATION

UNIVERSITY OF LONDON

### 2022-2023 DIPLOMA OF CREATIVE ARTS

UNIVERSITY OF ARTS LONDON

### 2016-2019 MSC BOTANY

THE GOVERNMENT SADIQ WOMEN UNIVERSITY BAHAWALPUR

### 2016-2020 B.ED BACHELORS OF EDUCATION

THE ISLAMIA UNIVERSITY BAHAWALPUR

### 2014-2016 B.SC BACHELORS IN SCIENCE ( BOTANY, ZOOLOGY, CHEMISTRY)

THE ISLAMIA UNIVERSITY BAHAWALPUR

## Interests

- Cooking
- Painting
- Music
- Horse riding
- Swimming
- Gaming
- Writing
- Reading

- I assumed the position of Social Account Manager within Tempo 301. This role encompasses end-to-end responsibility, from generating innovative content ideas to executing them through filming, post-production, and overall management of the TikTok , facebook, Instagram , Twitter, LinkedIn, Reddit. Posting content generating hashtags and writing captions, monitoring the Dms and comments and insights.

## COPYWRITER

Jan 2015 / 2016 - Kyero.com, London

Worked in the fast-paced 'Shopping' team for one of London's most esteemed publications.

- Reviewed products and wrote gift lists (researched and selected by me).
- Wrote questions and interviewed celebrities for the 'Favourite Things' section (Elsa Hosk, Yung Filly, Lawrence Okolie).
- Responsibly sourced and cropped all photos on Photoshop for my articles.
- Used Flow CMS to upload all of my copy and pictures.

## EDITOR/ PROOFREADER

Jan 2013 / 2015 - Harvard Business School

- Proofreading the articles and edit with the graphics and check the plagiarism.

## ARTICLE/ CONTENT WRITER

Jan 2012 / 2015 - Gym Constructor

Research industry-related topics (combining online sources, interviews and studies). Write clear marketing copy to promote our products/services. Proofread and edit blog posts before publication. Coordinate with marketing and design teams to illustrate articles. Conduct simple keyword research and use SEO guidelines to increase web traffic