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| **ARSHELA ALI** | **🖂** arshelaamirali8@gmail.com **🕽**+92 310 2713511[www.linkedin.com/in/arshela-amir-ali149483178](http://www.linkedin.com/in/arshela-amir-ali149483178)  |

# OBJECTIVE

To acquire a dynamic and challenging career in a prestigious organization that allows me to establish myself as a successful professional. To learn new things and gain confidence by

Providing capabilities as a team player through hard work, dedication and work ethics.

# WORK EXPERIENCE

* ***Project Assistant*** -*Research and Policy Studies* ***(RAPS)*** *– Aga Khan University Institute for Educational Development (August – November 2019)*

Aga Khan University Institute for Educational Developmentis conducting a study on **Assessing Teachers Pedagogical Practices and Students Learning Outcomes in Mathematics and Science across Pakistan; A Nationwide Study** to test student aptitudes.

* Responsible for Entering data, data management, configuration, and codification. The work is heavily reliant on the use of **IBM SPSS Statistics**.
* Perform data analysis for complex data and files, Transcribe Interviews in English and Urdu.
* ***Graduate Program Office Intern*** *– Aga Khan University Institute for Educational Development (Oct 2018 –July 2019)*
* Responsible for providing assistance maintain academic paper, handling corresponding, editing documents as per APA style
* Answering calls, taking messages and handling correspondence
* maintaining diaries and arranging appointments, typing and preparing reports
* Managing databases
* Prioritizing workloads,
* Acting as a receptionist, maintain both hard and soft copies of faculty and students’ records,
* Perform orientations and update records of new staff and students, support other assigned functions.

# *Trainer – Drug-Free Pakistan Foundation (Dec – Feb 2018)*

* Conception, Initiation, Planning, Management, Monitoring and Training, Reporting
* ***Data Entry Operator*** *– The Citizens Foundation (Sep – Nov 2017)*
* Services in the education department where I was responsible for online and offline data entry of training feedback forms and in-service attendance.
* ***Volunteer*** *– Sultan Mohammad Shah Aga Khan School (Aug – Oct 2015)*
* Engaging students with linked resource and managing the resource room.

# EDUCATION

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| MatriculationMetropolitan Foundation School2012-2013Grade: A+ | IntermediateMetropolis Intermediate College2014 -2015Grade: B+ | BA Hons SociologyUniversity of Karachi2016-2018GPA: 3.81st Position | MA SociologyUniversity of Karachi2018-2019 |

# DIPLOMA

# Diploma in HUMAN RESOURCE from ALISON (Grade: 88%)

**SKILLS**

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| * Microsoft Excel, MS-Word
 | * Quantitative Research
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| * Power point Presentation
 | * Data Collection & Analysis
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| * Data Entry & Data Validation
 | * Survey Design
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| * Online & offline Typing
* Communication Skills
* Google Drive(Docs, Spreadsheet, Project timeline)
 | * SPSS Software
* Recruiting
* Training and Development
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**RESEARCH WORK**

* Research on Dieting trends and its social impact among the females of Karachi.

**Certification**

* Certification of Fundamentals of Human Resources - Revised 2017
* Psychology - Research Methodology - Revised 2018
* Modern Human Resource Management - Recruitment and Selection Process - Revised
* Worked with NGO INITIATOR HUMAN DEVELOPMENT FOUNDATION
* Attended national youth conference with the theme of “A NEW TOMORROW”
* Attended Karachi Youth Career (KYC).