

Niesa Khan

CONTACT INFORMATION

EMAIL

niesakhan@gmail.com

ADDRESS

House no 119, street 2,
Block A, PWD housing
society, Rawalpindi,
Pakistan.

PHONE

+923049388388

LANGUAGES

English

Proficient/ Advanced

Urdu

Advanced

SKILLS

- B2B Business Strategies
- English- Advanced
- Conflict Resolution
- Budget Forecasting
- Project management
- Project life cycle
- Client database management
- Leadership- team lead
- Managing deadlines
- MS office

Project manager with over 2 years of experience providing thorough and skillful support to senior project managers and executives.

EXPERIENCE

Junior Project manager

Neptune Ltd

Islamabad, Pakistan

*June-2018 - January-
2019*

- Responsible for a team of developers, planners, sales reps.
- Managed project deadlines, completion, stages and evolution.

Operations Manager

Red Crescent

Islamabad, Pakistan

*May-2017 - December-
2017*

- Managed all registrations related to any events conducted
- Team lead for projects
- Managed modules of projects and planned schedules to follow

Psychologist /Supervisor

Nescom

Islamabad, Pakistan

April-2018 - May-2018

- Composed reports of clients
- Supervised daily organizational tasks

EDUCATION

Bachelors in Psychology

Islamabad, Pakistan

2019

- Graduated in top division.

HONOURS & AWARDS

Best Department at Roots Model-United-Nations 2012.

Best Delegate at Science Olympiad 2013