

# NOOR UL HIRA

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Objective: To secure a challenging Full Stack Developer position in a dynamic organization where I can utilize my technical skills and experience to develop innovative and efficient solutions that meet the needs of the business. I also have experience in different welfare organizations and volunteer work, which allows me to apply my expertise in a meaningful way while continuously expanding my knowledge and expertise in the field.

## EXPERIENCE

JAN-2019 – DEC-2020

### ADMINISTRATIVE ANALYST, UNITED BANK LIMITED (UBL)

- Collaborated with clients to understand their specific needs and provided tailored solutions for their projects.
- Implemented and maintained an efficient client communication system, enhancing customer satisfaction and loyalty.
- Streamlined shipping and sales order processes, resulting in improved order accuracy and faster delivery times.
- Demonstrated strong organizational skills by preparing invoices, expense reports, and payment memos in a timely and accurate manner.
- Actively managed and maintained comprehensive company documentation, ensuring it was readily accessible and up to date for compliance and reporting purposes.
- Assisted in the development and execution of marketing strategies, including content creation for digital platforms and social media, contributing to increased brand visibility and customer engagement.
- Collaborated with cross-functional teams to brainstorm and implement creative solutions for business challenges, fostering a culture of innovation and continuous improvement.

JAN-2020 – PRESENT

### VERSATILE CREATIVE STRATEGIST, HEMOPHILIA WELFARE SOCIETY KARACHI

- Developed and maintained a strong visual identity for the organization, ensuring consistency in branding across various platforms.
- Collaborated with cross-functional teams to understand project requirements and provide creative solutions for a wide range of communication materials.
- Designed eye-catching and effective marketing materials, such as posters, banners, and promotional materials, to support awareness campaigns.
- Produced engaging and informative web content, including articles, blog posts, and multimedia presentations, to educate and engage the target audience.
- Regularly updated and enhanced the organization's websites, making them user-friendly and accessible to a diverse audience, including those affected by hemophilia.
- Conducted in-depth market research to identify trends and preferences within the hemophilia

community, using this data to inform design and content decisions.

- Collaborated with external partners and medical professionals to ensure the accuracy and relevance of medical content on the organization's portals.
- Actively engaged in fundraising efforts, using design and content skills to create materials that inspire donations and support for the organization's mission.

## EDUCATION

2015

**MATRICULATION IN SCIENCE / SSC**, OXFORD GRAMMAR SCHOOL.

2016 – 2018

**INTERMEDIATED IN MEDICAL / HSC**, SMB FATIMA JINNAH GOVT GIRLS DEGREE COLLEGE, KARACHI.

2019 – 2021

**ADVANCE DIPLOMA IN SOFTWARE ENGINEERING (SE)**. APTECH GARDEN CENTER, KARACHI.

2022 - PRESENT

**BACHELOR'S IN WOMEN'S STUDIES (BSWS)**, UNIVERSITY OF KARACHI.

## PROFESSIONAL SKILLS

- Evidence of strong leadership, presentation skills, and communication skills at a high level executive and board.
- Strong analytical skills, organizational and problem-solving skills.
- Excellent time management and organizational skills with a proven ability to establish priorities and meet deadlines.
- Organized, Able to work in a team, good on planning, good relationship skills. Communication Skills.

## SKILLS

- Microsoft Office.
- Problem-solving skills.
- Time management.
- Task-oriented.
- Administration.
- Freelancing.
- Data entry & analysis.
- Video editing.
- Content writing.
- Web development.

## TECHNICAL SKILLS & SOFTWARE

- HTML.
- JavaScript.
- CSS.
- Bootstrap

- Visual studio.
- GITHUB.

## **ACHIEVEMENTS**

- Certificate of Participation in the 20th Health Asia 2023 at Expo Center Karachi.
- Certificate of Excellence for Performance in Baloch Culture, awarded on August 14, 2023.
- Certificate of Participated in Awareness Raising Workshop on Human Rights, from Ministry of Human Rights, awarded on 19<sup>th</sup> Sep 2022.
- Certificate of Mega One Day Vocational Program in Computer Workshop, from World Memon Foundation Community Center Trust, awarded on October 20, 2018.
- Certificate of Achievement in IT Unlimited Potential Program, from Oxford IT Solutions, awarded on July 28, 2014.
- Certificate of Participation in Bootstrap Studio, from Aptech Learning Center Karachi, awarded on August 31, 2019.
- Certificate of Advance Diploma in Software Engineering, from Aptech Learning Center Karachi, awarded on October 12, 2022.

## **LANGUAGES**

- **ENGLISH**
- **URDU**