

Hafiza Hira Mazhar

📞 Phone number: (+92) 3336846938 ✉ Email address: hafizahiramazhar@gmail.com

📍 Home: 46000 Rawalpindi (Pakistan)

ABOUT ME

I am a person who believes in actions, challenges, risks, not in facts. I want a highly rewarding career where I can use my skills and knowledge for organizational and personal growth. My goals are to enhance my professional skills in a dynamic and stable workplace.

WORK EXPERIENCE

Course Coordinator

Therapy works (Registered by CPCAB UK) [15/09/2021 – Current]

City: Islamabad | Country: Pakistan

- Manage and Maintain Student Portfolios.
- Assisting in Coordination with Tutors and Students regarding assignments, forms and other course related materials.
- Maintain all student files and group files.
- Addressing student concerns and queries.

Management assistant

Therapy works (Registered by CPCAB UK) [03/2021 – 08/2021]

City: Islamabad | Country: Pakistan

- Manage CEO agenda and manage daily and weekly schedule, including Meetings, Supervisions, Therapy Sessions, Workshops, appointments, events, and any other related activities.
- Participate in meetings as necessary.
- Manage and prioritize incoming communications, including phone calls, emails, and mail.
- Maintain filing system and other documents.
- Handle confidential documents ensuring they remain secure.
- Respond to client inquiries, address client complaints, and provide support.

Observership in Clinical psychology

Armed Forces Institute of Mental Health [09/11/2020 – 23/12/2020]

City: Rawalpindi | Country: Pakistan

Training of course was composed on following perspectives

- Lectures on Basics of Clinical Psychology, Ethics and Non-Pharmacological Interventions
- Observation of Psychometric Assessment and Psychotherapeutic Sessions

Sales assistant

Oriflame [06/2019 – 08/2020]

City: sweden | Country: Sweden

- Marketing/Sales
- Entrepreneurship
- Counsellor
- Conduct Meetings

EDUCATION AND TRAINING

Level 4 Diploma in Integrative Counseling and Psychotherapy

Therapy Works (Private Limited) are fully accredited by the CPCAB, United Kingdom [

05/12/2023 – Current]

City: Islamabad | Country: Pakistan

Level 3 Certificate Course in Humanistic Counseling and Psychotherapy

Therapy Works (Private Limited) are fully accredited by the CPCAB, United Kingdom [03/12/2021 –

02/12/2022]

City: Islamabad | Country: Pakistan

Masters of science in Applied Psychology

Riphah International University [2019 – 2021]

City: Rawalpindi | Country: Pakistan

Bachelors of Arts

University of the Punjab [2016 – 2018]

City: Rawalpindi | Country: Pakistan

Intermediate

FBISE Isb Board [2014 – 2016]

City: Rawalpindi | Country: Pakistan

Matriculation

BISE Rawalpindi Board [2012 – 2014]

City: Rawalpindi | Country: Pakistan

COMMUNICATION AND INTERPERSONAL SKILLS

Skills & Abilities

- Capable of working under pressure & Time Management Skill
- Innovative & proficient communicator
- Critical thinking & Strong work Ethics
- Efficient team worker & Enthusiastic problem-solver
- Consultation and counseling

DIGITAL SKILLS

Microsoft Office / Microsoft Word / Google Drive / Microsoft Excel / Google Docs / Microsoft Powerpoint

HOBBIES AND INTERESTS

Video Editing

- 2D animation & whiteboard animation
- Full Knowledge of video editing software like Wondershare Filmora and VideoScribe
- Videos & Voiceover Trim and rearrange footage to ensure smooth transitions and seamless flow