

# KHADIJA MIRZA

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## Education

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<b>UNIVERSITY OF THE PUNJAB</b> <i>Bachelors of Commerce</i>	Lahore, Pakistan 2021- 2025
<b>QUEEN MARY COLLEGE</b> <i>Intermediate of Commerce</i>	Lahore, Pakistan 2018 - 20221

## Professional Experience

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<b>CIRCLE WOMEN ASSOCIATION</b> Empowering women in the digital world <b>Product Associate</b>	Lahore, Pakistan <b>January 2024</b>
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– *At CIRCLE Women, At CIRCLE, I work closely with the tech and design teams to enhance “Baji,” a WhatsApp-based chatbot for aspiring women entrepreneurs. I contribute to the improvement of user journeys, product flows, and daily training content. I actively work on the **Turn.io platform** to design, test, and optimize automated chatbot conversations, ensuring smooth and logical progression for users. My responsibilities include aligning infographics and visual content with training stages, documenting user feedback, and suggesting improvements based on data and testing outcomes. I also support onboarding automation, manage user engagement, and assist in product planning sprints.*

<b>CIRCLE WOMEN ASSOCIATION</b> Empowering women in the digital world <b>Project Assistant</b>	Lahore, Pakistan <b>December 2022</b>
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*As a Project Assistant at Circle Women, I have developed a diverse skill set by engaging in a variety of key responsibilities. My role primarily involves data management and maintaining effective communication with thousands of participants, ensuring smooth and efficient project execution. I also contribute creatively by designing visually appealing posters for Instagram, enhancing our social media presence. Additionally, I support the HR team with documentation and administrative tasks, gaining valuable experience in human resources processes. This multifaceted role has equipped me with strong organizational and communication skills, as well as a solid foundation in HR practices.*

<b>GAO Tech</b> Remote <b>Human Resource Intern</b>	New york <b>September 2024</b>
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*At GAO Tech, I worked on candidate tracking and remote onboarding processes. I learned how to map user journeys, automate repetitive workflows, and enhance user experience—experience that translates well to product thinking and operational efficiency.*

<b>RECURSO LABS / DEVORBIS</b> IT Companies <b>Human Resource Intern</b>	Lahore, Pakistan <b>July 2024- September 2024</b>
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*During my internship at Recurso Labs, I gained experience in structuring onboarding documentation, maintaining applicant databases, and improving internal communication flows. These tasks strengthened my understanding of user journey design, feedback loops, and process optimization—skills that directly support product development.*

#### Academic Experience

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##### **AMAL ACADEMY**

Lahore, Pakistan

Education startup funded by Stanford University that teaches professional skills to students and corporations

##### **Career-Prep Fellow**

**May 2019 – Present**

*Communication:* Completed a competitive written application and interview process to be selected from over 4,500 applicants for intensive 3-month Fellowship funded by Stanford University

*Skills development:* Investing 150 hours in order to develop business skills (e.g., communication, leadership, problem solving, teamwork, etc.) that will help me make a deeper impact on the job

##### **ECO FRIENDLY - SUSTAINABLE SIPPERS**

Lahore, Pakistan

An initiative to save environment by saying NO to plastic straws

##### **Social Media Manager .**

**September 2023**

*Responsible for planning, developing, implementing and managing strategies for social media accounts*

##### **PRODUCT WEBSITE -BOBA BAMBOO**

Lahore, Pakistan

*Designed and developed a user-friendly website dedicated to selling eco-friendly bamboo straws. – Implemented e-commerce functionalities such as product listings, secure payment gateways, and order management systems.*

#### Online courses

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##### **FOUNDATIONS OF PROJECT MANAGEMENT- COURSERA**

*– Developed skills in team collaboration and communication, ensuring successful project execution and quality management. Additionally, I gained knowledge in project monitoring and proper project closure, including delivering final outputs and documenting lessons learned.*

#### Extracurricular & Volunteer Experience

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##### **FUND RAISING**

*– Utilized interpersonal and communication skills to engage potential people and secure contributions.*

#### Honors and Awards

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##### **ACADEMIC SCHOLARSHIPS**

*Received 25% merit-based academic scholarship from Queen Marry College.*

2020 - 2021

#### Additional

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*Certifications: Microsoft Office*