Aamra Mateen Minhas

Passport: AZ0742882 **Date of birth:** 09/05/1995 **City& Country:** Kaunas, Lithuania
Nationality: Pakistani **Gender:** Female **Email address:** aamramateenec5@gmail.com . **Address:** Naglio g. 4-C
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ABOUT ME

I am a motivated and dedicated individual with a strong foundation in International Relations and Commerce. I have developed key skills in customer relationship management, public relations, and teaching, which have helped me communicate effectively, solve problems, and work collaboratively. I am passionate about continuous learning and thrive in environments where I can contribute to organizational success. I approach my work with a positive, organized, and goal-oriented mindset, always striving to deliver exceptional results.

EDUCATION AND TRAINING

2026 Kaunas, Lithuania

MA DIPLOMACY & INTERNATIONAL RELATIONS Vytautas Magnus University

- International Organizations
- Theories of International Relations
- History of Diplomacy
- Methodology of International Relations

Field of study Social Sciences

2017 Islamabad, Pakistan

MA INTERNATIONAL RELATIONS International Islamic University

- Introduction to International Relations
- Introduction to Political Science
- International Law
- Politics of Terrorism
- Research Methodology
- American Foreign Policy
- Foreign Policy of Major Powers
- Human Rights in International Relations

Field of study Social Sciences Final grade CGPA(3.85/4.00)

2015 Lahore, Pakistan

BACHELOR OF COMMERCE UNIVERSITY OF THE PUNJAB

- Advanced Financial Accounting
- Auditing
- Business Communication & P.eport Writing
- Business Law
- Business Taxation
- Cost Accounting

Field of study Commerce Final grade 1014/1500

2013 Rawalpindi, Pakistan

HIGHER SECONDARY SCHOOL CERTIFICATE(HSSC) Punjab College of Commerce, 661-Peshawar Road, Rawalpindi Cantt.

- English
- Principles Of Accounting
- Principles Of Econ. And Comm. Geography

- Principles Of Commerce / Banking

Field of study COMMERCE Final grade 843/110 2011

Rawalpindi, Pakistan

SECONDARY SCHOOL CERTIFICATE(SSC) Fauji Foundation Secondary School, 17-A, Westridge-I, Rawalpindi Cantt.

- Mathematics
- Physics
- Chemistry
- Biology

Field of study SCIENCE Final grade 842/1050

WORK EXPERIENCE

GAME PRESENTER – EVOLUTION – 29/10/2026 – PRESENT – KAUNAS, LITHUANIA

- Hosting live casino games and engaging with players in a professional, welcoming manner
- Explaining game rules and procedures clearly while maintaining an enjoyable player experience
- Following operational procedures and maintaining accuracy, focus, and attention to detail
- Communicating confidently with an international audience in a fast-paced environment
- Maintaining professional presentation, composure, and teamwork throughout shifts

CUSTOMER RELATIONSHIP MANAGER – B&Y LANDSCAPING (PVT) LTD – 01/10/2023 – 30/09/2026– ISLAMABAD, PAKISTAN

- Managing day-to-day operational tasks effectively and efficiently
- Maintaining professional communication with clients, colleagues, and management
- Handling customer relationships and ensuring client satisfaction
- Demonstrating strong time management and organizational skills
- Performing duties with professionalism, dedication, and a positive attitude
- Supporting smooth internal coordination and workflow

PUBLIC RELATIONSHIP OFFICER – TERRIFIC SOLUTIONS – 04/03/2019 – 30/09/2023 – LAHORE, PAKISTAN

- Managing public and client relationships on behalf of the organization
- Communicating professionally with clients, stakeholders, and external parties
- Supporting the company's public image and coordination activities
- Handling correspondence and relationship management tasks
- Performing assigned duties responsibly and professionally

TEACHER (MIDDLE WING) – ARMY PUBLIC SCHOOL & COLLEGE FOR GIRLS, WESTRIDGE III, RAWALPINDI CANTT – 05/04/2018 – 24/10/2018 – RAWALPINDI, PAKISTAN

- Teaching assigned subjects to Middle Wing students
- Planning and delivering lessons with strong subject command
- Performing duties responsibly and fairly
- Managing class responsibilities as a Class Teacher
- Coordinating subject-related academic activities as Subject Coordinator
- Maintaining professional work ethics and classroom discipline
- Supporting students' academic development through dedicated teaching

INTERN (BANKING INTERN) – ASKARI BANK LIMITED – 20/07/2016 – 28/08/2016 – RAWALPINDI, PAKISTAN

- Rotated across multiple banking departments to gain practical exposure
- Assisted in Deposits operations and customer-related processing
- Supported basic functions in the Credits department
- Worked with Accounts and record-keeping tasks
- Observed and supported Remittance and Clearing procedures
- Gained exposure to Foreign Currency operations
- Completed assigned tasks within stipulated timelines
- Maintained punctuality, discipline, and professional conduct

CERTIFICATIONS

Rawal Computer Training Institute, 20/12/2012

Computer Course in MS Office, Internet & E-mail (Windows Operating System)

Successfully completed a 6-month computer training program covering Windows operating system, MS Office applications, internet usage, and e-mail communication. The course focused on developing practical computer skills for office and administrative work.I was awarded an "A+" grade with 87% marks, demonstrating strong proficiency in computer operations and digital tools.

SKILLS

Customer Relationship Management

Strong interpersonal communication | Professional communication with clients and stakeholders | Conflict resolution and relationship building | Client satisfaction and retention

Public Relations

Media relations and press releases | Event coordination and public speaking | Brand management and public image strategy

Teaching & Education

Lesson planning and curriculum development | Student engagement and assessment | Classroom management and discipline | Mentorship and academic support

Administrative & Operational Management

Time management and task prioritization | Organizing day-to-day operations efficiently | Coordination and internal communication

Organizational Skills

Attention to detail and accuracy | Strong planning and coordination abilities | Ability to work in diverse team settings | Supportive and approachable attitude for team dynamics

LANGUAGE SKILLS

Mother tongue(s): **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	B2	B2	B2	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user