

Applicant Name:

Applicant ID:

Directions: Use this format to enter all academic and non-academic achievements, participation in extra-curricular/co-curricular activities, community service, leadership roles, internship or work experience, talents and pursuits in chronological order. Use multiple sheets, if required.

1. Provide details of your participation and achievement in extra-curricular and co-curricular activities; such as drama, debate, sports, etc.

Activity Description	Organization	Year / Grade	Achievement / Honor
Participation in an Education Enrichment program	School of Excellence	2012 / A' level	Conducted a 20 minute presentation on our team's research analysis on 'Drug Screening' to an audience of industry and academic professionals
Conducted remedial sessions to nominated second-year O' level students	ABC School of Trainers and Consultants	2012 / A' level	Elected for membership in the Alpha Omega Trainers Society, offered to the top 5 students in class
Participated in Scout's Camp	Country Scout Group Association	2011 / A' level	Awarded title of Best Scout Leader among 45 participating scouts group members for extraordinary leadership skills
High School Representative at an annual international conference for GCC Universities in Kuwait.	World Students Federation	2009 / O' level	Selected from a pool of top ranking students to represent my school
Learned Violin (Musical instrument)	CWC Music	2006-2009 / O' level	Second position in a class of 15 students
Participated in the essay competition titled 'Enforcing Food Safety; the Government's Responsibility'	Food & Agriculture Organization (F.A.O) and Ministry of Food and Agriculture	2007 / Grade 8	Achieved 3 rd position in Pakistan
Participated in a debate competition among 10 high ranking colleges and schools in Karachi, on "Electricity Crises in Pakistan – A truth or a myth?"	YYY Council for Students Outreach Program	2006 / Grade 7	Achieved 2 nd position

2. Provide details of your participation in community engagement or other volunteer activities.

Name of the Institution	Position(s) Held	Major Responsibilities	Duration (from – to)
YYY Children's Center	Volunteer	<ul style="list-style-type: none"> Provided childcare services and general help Organized and conducted group activities 	August 2012 – November 2012
HHH Community Development Center	Steering Committee Member	<ul style="list-style-type: none"> Elected to serve on a student leadership board of HHH CDC Oversaw the development of a new project for youth development and skills enhancement 	January 2011 – March 2012

ABC High School	Fund Raising Committee member	<ul style="list-style-type: none"> Volunteered to help raise money for high school rehabilitation, exceeding the school's funding goal of over PKR 100,000 	January 2012 – May 2012
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3. Provide details of internship and/or employment experience. Please include both voluntary and paid experiences.

Name and Address of the Employer	Designation / Position	Major Responsibilities	Duration (from - to)
ABC Company	Intern	<ul style="list-style-type: none"> Created a comparison profile of the company's European branch office with their local one Created a PowerPoint presentation of the findings 	February 2012 – March 2012
XYZ Airlines	Summer Intern, Customer Services	<ul style="list-style-type: none"> Dealt with customers and their requests for boarding assistance Partially responsible for finances and records 	June 2012 – August 2012
HMB Limited	Assistant, Risk Consultancy Division	<ul style="list-style-type: none"> Data entry Statistical analysis Creation of PowerPoint presentations Primary and secondary research from public resources Assisted in a database launch on a worldwide network. 	July 2011 – August 2011

4. Please detail any other activities that you feel are pertinent. For example, if you have a talent for music you can express that here.

Type of Activity	Activity Details	Duration (from – to)
Development of the 'A' level media room	While at AAA College, I was involved in the development of a students media room (a multimedia work room for students). The students could use the media room to organize various multimedia projects, seminars, workshops and events. I was also voted as the group coordinator for this project.	January 2012 – December 2012
Private Tutoring	I provided tutoring classes to a group of 10 first and second year O' level students, for Physics and Mathematics.	September 2011 – October 2013
Amateur Dramatics Society Projects	I was a member of the Amateur Dramatics Society during O Levels. Primarily, I was assigned for designing sets and stage for their events.	March 2011 – October 2011

Once you complete this Activity Resume, you can upload it through the University eApplication system or send it to the Office of Admissions at admissions@habib.edu.pk. Please save the Activity Resume in either MS Word or PDF format, with your Applicant ID number or full name.