

Aymen Kashif

● RUNNING FOR SECRETARY

I "ORGANISED. PRECISE. DRIVEN."

2,000+
PATIENTS / MONTH

200+
VOLUNTEERS LED

PKR 1M+
FUNDRAISED

— AS YOUR SECRETARY

1. Timely, clear meeting minutes distributed promptly after every committee meeting
2. Organised record-keeping for society documents, memberships, and event logistics
3. A reliable communication bridge between committee members and the broader society
4. Streamlined admin so the committee can focus on building great events and opportunities

First-year Molecular Bioengineering student. At Nixor Hospital I managed 200+ volunteers and coordinated a clinic serving 2,000+ patients monthly. As Biology & English TA, I built structured feedback systems and kept cohorts on track. I know what reliable, organised communication looks like in practice.