

Seeking entry-level position in human resource management. Dedication and self-motivation are my traits that helped me succeed academically. I aim at practically applying academic knowledge gained from master's degree of Human resource management. Opportunity to learn and grow, and employee well-being are important aspects for me in a role.

Work Experience

❖ Internships

December 2020- March 2021

Management Support Internee,

Ministry of Climate Change (MOCC)/GLOF-II Project of UNDP, Islamabad

Major responsibilities:

- Conducted research on mis/disinformation policy of Pakistan in comparison to developed countries and presented possible solutions to cope with digital warfare.
- Researched on Glacial Lakes Outburst Flood in Pakistan, proposed strategies to deal with emergency situations and long-term solution.
- Assisted coordinator to manager in scheduling and arranging meetings.
- Successfully penned an article with infographics for UNDP blog.

January 2018 – February 2028

Admin Internee,

Water, Environment and Sanitation Society (WESS), Quetta

Major responsibilities:

- Assisted teams in conducting surveys and inspections in targeted areas.
- Attended meetings and summarized key highlights of the meetings.
- Communicated information to and from relevant authorities.

❖ Freelance work-experience

July 2020- Ongoing

Level 1 Fiverr Seller (100% customer satisfaction with 5-star review)

- Provide business case study analysis, proof-reading, research articles.
- Successfully re-designed a survey for a Marketing company.
- Worked with a startup based in India on contractual basis to remotely deal with business communication, writing emails, maintaining customer relations, and writing professional to register successfully with government of India as official corporation.

❖ Teaching Experience

July 2020- December 2020- **Coursehero Tutor at coursehero.com**

December 2016- December 2018

Teaching assistant/University of Balochistan, Quetta

Assisted class instructors in conducting various class activities, checking papers, conducting quizzes, source of communication between instructor and student.

❖ Research Experience

- Thesis writing in MS-HRM degree program.
- Research proposals developed for four courses as subject assessment in MS program.
- Successfully completed research papers as course assessment for two coursework.
- Surveyed and completed research FYP titled “**Impact of intrinsic or extrinsic rewards on employee empowerment in civil secretariat Balochistan**” as part of MPA-HR degree program.
- Conducted desk-research for Non-Profit Organization on slums in Pakistan.

Education

February 2021- June 2021

Global Exchange Student / Sabanci University, Turkey

Exchange awardee, nominated by NUST to top 2% of class

Courses: Negotiation skills, Academic writing, Basic Turkish

September 2019 – January 2021

MS-Human Resource Management / NUST Business School, Pakistan

CGPA: 3.85 – highest in class of 24

Courses: Recruitment and selection, Performance management

➤ Received fully funded scholarship for indigenous postgraduate studies awarded by Higher education commission of Pakistan to top 5% of students.

June 2016 – December 2018

Master's in Public administration / University of Balochistan, Pakistan

CGPA: 3.84, graduated with distinction of gold medal

Courses: Human resource management, Conflict management

MOOCs

- *What is Leadership, Future Learn*
- *Word choice and word order, Coursera*
- *Inspiring and motivating individuals, Coursera*
- *Building Resilience, LinkedIn Learning*

Short training

- Attended one day training on “**Cross- Culture management**” arranged by MBA students at NUST.
- Attended Guest Speaker Lecture on “**Anxiety Management and Communication**” by HR personnel of IT firm.

Languages

- English- Level C1 (IELTS: 7.5, 2019)
- Sindhi- Mother tongue
- Urdu- Native
- Turkish- Basic (Basic Turkish course and Duolingo)

Interests

- Self-development Books such as “**The Alchemist**” by Paulo Coelho
- Sudoku
- Travelling

Skills

- Developed “**recruitment and selection**” AND “**grievance and disciplinary**” **policy** for a medium sized organization as a final project of coursework in MS degree program.
- Developed a **business case study** on diversity and organizational culture based on real dilemma of mid-sized firm.
- Extensively researched online, developed connections, conducted interviews, from two different companies in the same industry (one local and one international) to compare their HR systems and provide analysis report how HR operates locally and internationally.
- Developed a report analysis on a large firm which underwent organizational change, mentioning how change was managed and if change was a success or failure.
- Experience of successful conduction of interviews for class projects
- Better written communication developed throughout academics and online course.
- Critical thinking developed with case study discussions.
- Managed to successfully meet deadlines for multiple assignment.
- Leading teams in group assignments/projects
- Successfully conducted series of negotiations based on case studies in class activities.
- Successfully conducted two seminars along with three team members and secured highest marks for professionalism and content.

Volunteer

- Volunteered participation in conducting survey for COVID-19 awareness, initiated by NUST in 2020.
- Conducted informal teaching classes for old women in Balochistan to provide them basic education.
- Volunteered participation in a team of Global-UGRAD alumni for a sponsored project on “**Spreading hygiene awareness among high school girls in Quetta City.**”

Reference

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