



**NIMRA AHMED**

## PERSONAL BACKGROUND

Seeking a position in a growth oriented organization, which creates an environment of practical learning and allow me to enhance my professional skills, I would like to work hard for that organization I join up to best level of mine. Moreover will be able to polish my skills through gaining more experience.

## CONTACT DETAILS

EMAIL:  
isra4566@gmail.com

MOBILE NUMBER:  
0306-2737249

LOCATION:  
KARACHI, PAKISTAN

## MY INTERESTS

- Creative spirit
- Reliable and Organized.
- Time management
- Team player
- Fast learner
- Motivated
- management
- communication
- Adaptability
- decision making

## CORE STRENGTHS

- Developing and coaching others.
- Relationship Management
- Human Resources Organizational Skills
- Recruitment and selection
- Communication Skills in Human Resources
- Team building

## EDUCATION

- **Intermediate**  
Commerce  
Jauhar Degree College  
07/2016 - 07/2017,  
Karachi, Pakistan.

- **BBA**  
Iqra University  
05/2017 - 05/2021,  
Karachi, Pakistan

## Marks Obtained

MATRIC GRADE	INTERMEDIATE GRADE	BACHELORS CGPA
B	B	2.93 CGPA

## Work Experience

### HR intern

- **Gaotek Inc.**

01/2021 - 05/2021,

GAO Tek Inc. has grown into a North supplier of advanced fiber optic products.

#### Achievements/Tasks

- Hired several candidates and first month of Internship

### HR intern

- **Skyelectric pvt Ltd.**

05/2021 - Present, karachi

- Organizing interviews with shortlisted candidates.
- Posting job advertisements to job boards and social media platforms.
- Preparing and sending offer and rejection letters or emails to candidates.
- Responding to staff inquiries regarding HR policies, employee benefits, and other HR-related matters.
- Coordinating new hire orientations.