



# Nosheen Gulzar

## Human Resource Manager

I have varied experience in office Administration, Financial Controls and Management of an office independently. I can manage projects from the grass-root level till their completion on all its fields and manifestations. Can solve all computer related matters with perfection in management of office & projects.

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☎ 03228504983

📍 Rawalpindi, Pakistan

📅 25 October, 1988

## WORK EXPERIENCE

### Event Manager

Confidential

2018 - Present,

- Writing event proposals and contracts.
- Briefing and debriefing your event teams.
- Organize employees activities events.

### Human Resource Manager

Reach First Inc.

08/2018 - Present,

Islamabad, Pakistan

- Human Resource Planning and Hiring Candidates.
- Training and Development.
- Design Workplace policies and Monitor Performance and Payroll and Appraisals.
- Stress Management and Social Security.

### Human Resource/Project Lead

ACE Money Transfer (Citizen Society)

09/2016 - 09/2018,

Kharian, Pakistan

- Leading project planning sessions, Coordinating staff and internal Resources.
- Managing project progress and adapt work as required.
- Designing and Signing-off on contracts.

### Principal

Lahore Grammar School

08/2015 - 08/2016,

Kharian, Pakistan

- Managing various activities of the firm's ongoing projects.
- Coordinating with on-field staff and clients and Analysis of ongoing and future projects.
- Developing and managing relationships with potential clients.

### Branch Head

Roots International School

07/2012 - 08/2015,

Kharian, Pakistan

- Responsible for general administration, facility management, asset management, procurement, organisational discipline, maintenance issues.
- Leading & performing operational planning functions for Roots Intl.
- Managing all the administrative activities at the Head Office & nationwide campuses.

### Cordinator

Roots International School

06/2010 - 07/2012,

Kharian, Pakistan

## SKILLS

Zoho People

Google Docs

MS Office

Strong Communication Skills

Highly Motivated

Decision-making

Training and developmental

Organizational skills

## HONOR AWARDS

Honoured to receive gold Medal.

Roots International School.

One bronze Medal As Principal and Branch Head.

Roots International School

## EDUCATION

Bsc Maths & Economics

Govt College Kharian Cantt.

Kharian, Pakistan

## INTERESTS

Sketching

Painting

Photography

Event Organizing

Interest

Designing

## LANGUAGES

English

Full Professional Proficiency

Urdu

Full Professional Proficie