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.

# 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.



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03228504983

Rawalpindi, Pakistan

25 October, 1988

## Principal

### Lahore Grammar School

*08/2015 - 08/2016*, *Kharian, Pakistan*

Managing various activities of the ﬁrm's onging 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

Photography

Interest

#### 

Sketching

Painting

Event Organizing

Designing

# LANGUAGES

English

*Full Professional Proﬁciency*

Urdu

*Full Professional Proﬁcie*



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