

Laiba Ijaz

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Education



UNIVERSITY OF ENGINEERING AND TECHNOLOGY

Bachelors in Business and Information Technology (BBIT 2nd year) (3.7)

Lahore, Pakistan

2021-present



SUPERIOR GROUP OF COLLEGES (92%)

ICS Physics (92%)

Lahore, Pakistan

2019-2021

Professional Experience



PAK ELEKTRON Ltd

HR intern: June 2023 – July 2023

Lahore, Pakistan

- **HR functions:** Gain professional experience in recruitment and screening of new candidates as well as familiarity with Other Functions of HR. File Management of employees and new recruiters
- **Skills development:** Investing 6 weeks in order to develop these skills (e.g., Visio for organograms, EMS for data handling, communication, leadership, problem solving, teamwork, etc.) that will help me make a deeper impact on the Job.



Shaukat Khanum Memorial Hospital and Research Center

"A non-profit legal entity established under the laws of Pakistan"

Lahore, Pakistan

Marketing Intern: March 2023 – April 2023

- We started a marketing campaign at Packages mall Lahore, the purpose of this campaign was to evaluate my collaboration and dealing with people, to check my convincing power, way of communication, through collection of donations for cancer patients.

Academic Experience

PROJECT TITLE

UET, Lahore

- Database Project (3rd semester) (November 2022)

A project of data base connection using PhpMyadmin In this project I made front end using Html and CSS as well as for connection of database I used SQL language.

- HRM project (4th semester) (April 2023)

I made a report on the IBEX, HR department. In this project I collaborated with the HR manager of IBEX, and made report from their Recruitment Process to Compensation.

- Marketing Project (4th semester)(March 2023)

A business Plan and started its marketing campaign. We Start a business of floor designing with epoxy and then started its marketing campaign through social media.

Extracurricular & Volunteer Experience



UET TRIBUNE SOCIETY

"One of the Largest Media network of UET"

UET, Lahore

- Working in various teams: Assistant team Anchoring, team Web development, team media secretary (2022- present)

Honors and Awards

ONLINE COURSES

IBM, Online

- Data Base course from Coursera (Jan 23), web development course continue(Present)

AWARDS AND CERTIFICATIONS

Lahore, Pakistan

- Volunteer work with **AI khidmat Foundation** certificate (2023)
- HTML Basics Course Certificate from Indian Plate form **Openweaver** (2023)
- Marketing Internship letter From Shoukat Khanum Hospital.
- HR Internship letter From Pak Elektron

Skill Set: HTML, CSS beginner, Communication skills, MS office (Word, PowerPoint, and Excel), Leadership Skills, File handling, Problem Solving, Marketing Skills

Interest: HR management, Web development, sketching.

Language: English, Urdu