



Bushra Kausar

D/O:Kausar Ali

Career Objective

A position in a growth oriented company that seeks an ambitious and motivated person who excels in challenging and competitive environment where acquired education and experience will be utilized towards continued growth and advancement.

Experience

•[HR Internee] •[Company Name: *Human Capital HR Solutions*]

➤ Key Responsibilities:

Interview scheduling
Short listing
Make MIS of short listed candidates
Make databank
Segregation

Education

- BBA(Major in HR) Federal Urdu University of Arts
Science and Technology still doing
- H.S.C(commerce) Board of Intermediate Karachi
2013
- S.S.C(science) Board of Secondary Education
Karachi 2015
- Advance Diploma in Information Technology Trade Testing
Board Sindh 2016



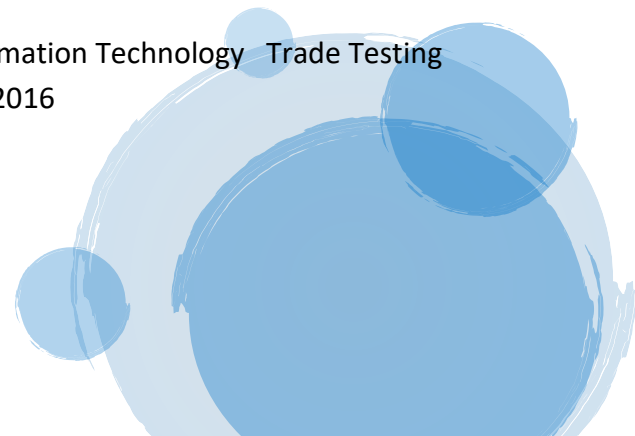
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l.com





Soft Skills

- MS Office
- Internet
- Adobe Photoshop
- Dreamweaver

Key Skills

- Strong interpersonal skills
- Can work efficiently with a team
- Hard working and responsible intellectual
- Bold and confident

Activities

Organized an Event named Assets of past- force of future
(A Grand Alumni Gathering)

References

[Available upon request.]

