**Field of Specialization**

Human Resource Management

**Area of Interest**

Compensation and Benefit

Development and Training

Address: A-13, Lucky Centre, block#4, Gulshan-e-Iqbal, Karachi

Contact: 0343-1824322

E-mail: tabassum.wajeeha93@yahoo.com

Date of Birth: 01-02-1993

**WAJEEHA TABASSUM**

**CAREER OBJECTIVE**

Seeking a position as a Human Resources Employer with a prospect where I can apply my HR knowledge derived from my degree and to get hands-on experience in the practical field related with HR management

**QUALIFICATION**

* Master’s in Public Administration from University of Karachi, waiting for results.
* Honors in Public Administration with 1st Division from University of Karachi
* Intermediate (Science) with 2nd Division from Govt. Deg. Science & Commerce College, block#7, Gulshan-e-Iqbal.
* Matriculation (Science) with 1st Division from Usman Public School.

**INTERNSHIPS/ EXPERIENCE**

**SUI SOUTHERN GAS COMPANY (Intern-PAYROLL)**

July 2013- August 2013

**ACHIEVEMENTS/ CERTIFICATION**

* Organized Entrepreneurship Hunt, 2015
* Organized career counseling sessions at DPA.
* Secured 2nd position in Business venture Cup, 2014.
* MS office
* Financial Oracle
* SPSS 20
* Report on Fiscal Policy
* Report on PR and Inbound Marketing
* Report on Banking sector of Pakistan
* Conducting Research and writing up report using SPSS
* Formal Letter writing
* Proficient in English speaking and writing
* Proven ability to work well in a fast paced environment.
* Able to take initiative and work independently
* Detail orientated
* Ability to multi-task and prioritize work
* Strong interpersonal and communication skills

**SKILLS**