

# Farwa Tahir

Management Trainee Officer  
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## EDUCATION

### Ghulam Ishaq Khan Institute of Engineering Sciences and Technology

#### Bachelor of Management Sciences

- 3.46 CGPA
- Placed on Dean's Honor List for a semester.

### Roots International School

#### O & A Levels (CAIE)

- Pre-Engineering Subjects (1A\*, 5As)

Topi, KPK  
Sep 2020 – Jun 2024

Rawalpindi, Punjab  
Sep 2015 – Jun 2018

## PROFESSIONAL EXPERIENCE

### Geo-links International Human Resource Management Solutions

#### Business Co-ordinator

- **Consultancy:** working with the client to identify their HR challenges and develop customized solutions to address them.
- **Recruitment:** attract, develop, and retain top talent to ensure that our clients recruit the most talented individuals fitting to their organization that will create an environment that encourages team work, creativity, and excellence.
- Currently working for JGC Gulf International and providing HR Consultancy for recruitment. Maintaining communication and synergy between Geo-Links and JGC.

Rawalpindi, Punjab  
Jan 2023 – Present

### Hi Volts Musical Instrument

#### Accounts and E-Commerce Manager

- Managed stock flow and financial audits and reconciled the reporting sheets sent by managers daily.
- Managed Social Media and E-Commerce Platforms
- Assisted in recruiting and conducted new comers orientation. Directly reported to the CEO.

July 2021 – Nov 2021

## ACHIEVEMENT

### Academics

#### **Brown University Pre-College Program**

#### Quantum Mechanics and the Nature of Reality

- Completed a Pre-College Summer Course (Grade: B)

Providence, RI, United States  
July 2017

### Extra-Curricular

#### **AIESEC in GIKI (Local Committee, AIESEC International)**

#### Talent Management Team Leader

- Monitored members' performance and provided regular feedbacks to help individuals improve and reach their full potential and goals.
- Created and implemented training and development programs to help individuals acquire the skills and knowledge they need to advance within the organization.
- Conducted new comer orientation and refresher orientation.

### **Leadership and Entrepreneurial Society**

#### Vice Chairperson Talent Management

- Recently got selected as Vice Chairperson of Talent Management
- Will overlook all the activities related to member recruitment, motivation, and retention

### **Badminton Team Captain**

#### Female Captain of the GIKI Badminton Team

## SKILLS & PERSONAL

**Languages:** German (B1), English (fluent)

**Strengths:** Fast learner, adaptability, effective communication

**Interests:** Music, badminton, reading novels, and traveling.