

# Farwa Tahir

Management Trainee Officer  
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## EDUCATION

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

Topi, KPK

#### Bachelor of Management Sciences

Sep 2020 – Jun 2024

- 3.46 CGPA

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

### Roots International School

Rawalpindi, Punjab

#### O & A Levels (CAIE)

Sep 2015 – Jun 2018

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

## PROFESSIONAL EXPERIENCE

### Geo-links International Human Resource Management Solutions

Rawalpindi, Punjab

#### Business Co-ordinator

Jan 2023 – Present

- **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.

### Hi Volts Musical Instrument

#### Accounts and E-Commerce Manager

July 2021 – Nov 2021

- 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.

## ACHIEVEMENT

### Academics

#### Brown University Pre-College Program

Providence, RI, United States

#### Quantum Mechanics and the Nature of Reality

July 2017

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

### 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.