



ZOYA TAHIR

Objective

To work in a dynamic professional environment with a growing organization and utilize my creativity and innovative thinking for benefit of the organization.

Education

[Bahria University Karachi Campus]

[2017] – [2021]

[Doing Bachelors In Business Administration(BBA) , 7th Semester]

Elective: Human Resource Management[HRM]

[Fazaia Intermediate Degree Collage Faisal (PAF)]

[2015] – [2017]

[Intermediate in Pre-Engineering]

[Bahria Model School 2 Majeed SRE]

[2013] – [2015]

[Matriculation in Pre- Medical]

Skills

- Proficient in MS Word, Excel and PowerPoint
- Team Management and Leadership
- Interpersonal Communication
- Public speaking and problem solving
- Strong understanding of principles of business administration and their practical usage.
- Excellent managerial qualities.

Projects

- Principles of Marketing: Team work on marketing project in which develop a prototype of Refrigerator[Fall-2017]
- Financial Accounting: Term report on Engro Fertilizers [Fall-2018]



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- Business Ethics: Term report and presented unethical Business practices on construction area[spring-2019]
- Managerial Accounting: Term report on Application of Management Accounting in Manufacturing industries of Pakistan[Fall-2019]
- Recruitment and Selection: Term report of the Pepsi Cola Company Interviewed HR manager of Pepsi Cola Company.
- Entrepreneurship: Term report on Business plan [7th Watt Digital Fan] create a business plan which improve creativity and presentation skills by their support.

Achievements and Awards

- Took part in marketing project and my prototype was selected in the competition(2017)
- Applied for MS office program and got certified from (IQ PASS EDUCATION AND CONCEPT)(2019)
- Selected as candidate for Thandiayani Camping by Pakistan Air Force (2017)

Personal Experience

- Invigilator in PIMSAT, PTS, NTS, British council from past 5 years.
- Visited Jeffers Brother (private limited) company and took an interview regarding principles of management.
- Took an online interview on Zoom app to HR manager of Pepsi.co Company about human resource management policies.
- Gave tuitions to the students of first standard to 12 standard.

Area of Interest

I am eager to expand my Business skills and explore other development frameworks. Although, I can deal with the art of communication and work as per the pace of recent market developments. So, I like to learn about development of human capital in the context of a unified system of attracting, retaining and developing talent that creates and supports the vision and values of the organization. And want to invest my time in this. And the last thing want to learn about the business strategies, and the emerging issues facing business, and to understand the HRM competencies and leadership skills.

References

References are available on request.



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