

Sania Shamim

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Karachi, Pakistan

OBJECTIVE:

My objective is to work efficiently in a professional and timely manner with my team members. I can also lead a team and guide people around me I am dedicated toward my work and want experience to groom my fortes in the best ways possible.

EDUCATION:

BSSS:	Institute of Business Administration (2019 – 2023)	Majors: Psychology and HR - CGPA 3.29
A level:	Private Candidate (2015 – 2017)	Commerce Group: 1A 1B 1C
O level:	Falcon House Grammar School (2005 – 2015)	Commerce Group: 2As 5Bs 1C

PROFESSIONAL EXPERIENCE:

Lead Instructor: Dot & Line:

(08/2020-Present)

- o Teaching and assisting local and international students following a proprietary curriculum by self-designed customized courses via zoom and microsoft teams apps.
- o Maintaining students' records and progress on a monthly basis
- o Building strong communication with the parents and the headquarters.
- o Evaluating students projects, tests, papers, and other assessments
- o Leading online discussions of the course material via forums
- o Solving students grievances and concerns in a positive manner
- o Maintaining the decorum and the necessary ethical considerations

Human Resource Internship: Hub Digit

(05/2022-08/2022)

- o Posting job ads on different platforms, shortlisting resumes, and conducting initial interviews over the phone
- o Arranging second interviews, coordinating hiring efforts, and onboarding new employees
- o Maintaining employee records and coordinating with the hiring manager responsible for making the final selection.
- o Drafting and Issuing offer letters, confirmation letters, and promotion letters.
- o Filing and creating a pool of employee data and assisting employees on exit
- o Offering Welcome Orientation and responsible for handing welcome kit to the new employees
- o Arranging and leading virtual ACCA Career Fair to attract the right talent.
- o Maintaining employee relations by solving grievances
- o Offering workplace support to female staff
- o Assisting HR manager in the process of performance appraisals

Learning Coach ADPFL: The Citizen's Foundation

(07/2020-08/2020)

- o Conducting weekly tests, grading them and keeping record also motivating students to do their best for admissions.
- o Coordinating with teachers, resolving their issues, compiling feedback, and assisting the ADP team in improving the app.
- o Maintaining and creating student attendance and assessment record and keeping their excel sheets for record.

PROJECTS:

o Acne and its impact on QOL of females (2023)	o How COVID-19 impacted well-being- A Qualitative Study Analysis
o Do Personality Types Influence our Pet Choices? (2022)	o Critical Evaluation of the standards of beauty/attractiveness in males and females across cultures and its impact on well-being
o Does breakfast improve the Performance of Employees? (2022)	o How to Maintain Employee Retention rate (2022)

ELECTIVES COURSES:

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|------------------------------------------------|-------------------------------|
| o Foundations of Entrepreneurship & Management | o Feminist Technology & Media |
| o Organization Behavior | o Physical Geography |
| o Personality Psychology | o Urban Mental Health |
| o Intro To Testing | o Educational Psychology |

SKILLS:

•Quick Learner •Adaptable •Team and Research Oriented •Communication •Self-Motivated and Diligent •Time Management

COMPUTER SKILLS:

•MS Word •MS Excel •PowerPoint •Canva •SPSS