



HS

HUDA SIDDIQUI

| HR MANAGEMENT TRAINEE

OBJECTIVE

An ambitious and competitive person, looking to practice HRIS and to gain a valuable experience in this field. Your organization will benefit by hard-working, trust-worthy, and honest coworker.

SKILLS

- Creative ideas for any purpose
- Good command over English
- Good command on MS Office
- Good inter-personal skills
- Excellent management of chores and tasks
- Extremely helpful and empathetic

EXPERIENCE

CORPORATE LIAISON INTERN • KARACHI UNIVERSITY BUSINESS INCUBATION CENTRE • OCT 2022 – NOV 2022

SPREAD AWARENESS FOR CORPORATE DEALINGS, ARRANGE MEETINGS, RECORD KEEPING AND MAINTAINING REPORTS

CONTENT WRITER INTERN • KARACHI UNIVERSITY BUSINESS INCUBATION CENTRE • JAN 2022 – JUNE 2022

WEBSITE CONTENT, NEWSLETTERS, SOCIAL MEDIA MANAGER, PROGRAM COORDINATION

EDUCATION

MASTER'S IN PUBLIC ADMINISTRATION • ENROLLED • UNIVERSITY OF KARACHI

Public Relations, Training and development, System Analysis and design, Project Management, Database and ERP management, Business Intelligence and Data Analysis

BACHELOR'S IN SCIENCE • 2019 • UNIVERSITY OF KARACHI

Physiology, Microbiology, Biochemistry with 1st Division

RESEARCH PAPER PRESENTATION

Age-related Cognitive Performance on the Mini-Mental State Examination (MMSE): A cross-sectional observational study



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COURSES

- CONTENT WRITING
- SCIENTIFIC CONTENT WRITING
- FREELANCING
- CREATIVE WRITING
- E-COMMERCE

EVENTS AND CERTIFICATIONS

- Unlocking the Mysteries of Human Mind: From Psychology to Modern Neurosciences 2019
- World Diabetes Day 2019
- 8th International Conference on Endorsing Health Sciences 2020
- Basic Neurosciences Course 2019, 2020
- 6th International Kangaroo Mathematics Contest 2010
- Apart from these, so many from Extra-curricular activities in school

EXCELLENCE AWARD

This was awarded during my excellent progress in Graduation. Besides, I was the TOP TEN holder of rank till Matric



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