




# Aleena Mirza

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🏠 Gulshan-e-Iqbal, Block-7, Karachi, Pakistan

## Education

Hospitality Management  
COTHM

Jan 2022 - Present

## Employment

HR Manager  
The Tech Turbine

Jan 2023 - Present

HR Manager  
Mad Bee Digital

Aug 2022 - Dec 2022

HR Manager  
Hello International Marketing Solutions Official

June 2022 - Aug 2022

- A software house + call center.

Talent Acquist Officer  
Virtue Xolutions

Nov 2021 - June 2022

Social Media Manager  
Lifestyle Pakistan

Jan 2020 - Nov 2021

Team Manager  
Football Club Karachi

Jan 2021 - July 2021

- Won a few big tournaments and participated in Nationals as well.

## Personal details

Date of birth  
January 11, 2003

Gender  
Female

## Skills

Recruitment

Strategic communication

Social Media Marketing

Team building

Problem-solving abilities

Creative

Organizational skills

Computer proficiency

Football Coach

Jan 2021 - June 2021

Ground Zero

- Led and managed age groups of 6 to 16 years.
- Number of players increased in my coaching era.

Football Coach

July 2019 - Jan 2021

Gulshan Soccer Academy

- Led a senior team as captain as well.
- Won a few tournaments like Mini Olympics.

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## Profile

Social Media Manager with 1.5 years of experience creating, implementing, and optimizing social media strategy for company and brand. Relentlessly focused on generating new revenue using social media. Ready to bring this energy and commitment to an environmentally focused aesthetic brand like 3D Lifestyle. Also dedicated and reliable physical educational coach with 3+ years of experience in handling all age groups in almost all outdoor games. I have a couple years of experience in teaching. I have around 2 years of experience in HR. I know how to create processes to enhance strategic business outcomes, Background includes benefits administration, full staffing/recruitment, employee relations, employee development, and compensation. Excellent Interpersonal, problem-solving skills, Successful track record of contributions which increased organizational effectiveness. I am good in handling the HR department well, always loyal to the employer and a responsible person when it comes to work, which I am passionate about.

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## Extracurricular activities

- Currently managing my own Women Football and Basketball teams called 'Team Off Limit' in Karachi.
- National player of Football.
- Co-Founder of an NGO called 'Smile Pakistan'.
- Working in Music videos and Modelling for local brands.
- Creating contents on social media to spread awareness on various topics.
- National Gold Medalist in roller skating.

## Languages

Urdu

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English

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## Hobbies

- Reading
- Travelling
- Exploring
- Sports
- Writing
- Movies
- Teaching