

# Sidra Ejaz

To achieve an entry level position in a first-tier employer where I can contribute my potential, HR skills, and knowledge towards achieving mission and objectives of that organization.

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📞 03341532075

📍 Chaklala Scheme 3, Rawalpindi, Pakistan

## WORK EXPERIENCE

### HR Intern

#### Bestway Cement Limited

04/2018 – 05/2018

Islamabad

##### Achievements/Tasks

- Facilitated "Matriculate Apprenticeship" Program
- Created pool of candidates and did candidate sourcing
- Facilitated recruitment of various vacant positions
- Shortlisted CV's for hiring based on job descriptions
- Facilitation in employment tests
- Maintained database for different positions
- Participated in Team-Up day

### HR Intern

#### Vigo Business Consulting

06/2017 – 07/2017

Islamabad

##### Achievements/Tasks

- Planning and conducting training sessions
- Maintaining employers profiles
- Writing down meeting minutes
- Sending proposals to different organizations
- Training audience targeted through social media reach-out

## EDUCATION

### Master of Business Administration

#### International Islamic University, Islamabad

02/2017 – 06/2018

CGPA : 3.92/4.00 Human Resources

##### Thesis:

- Impact of workplace ostracism on job burnout, job satisfaction and turnover intention

### Bachelor of Business Administration

#### International Islamic University, Islamabad

02/2013 – 02/2017

Human Resources

##### Courses:

- • Performance and compensation management • Negotiation and conflict management • Training and development • Recruitment and selection

### A-Levels

#### Pakistan International School, Jeddah

2011 – 2013

### O-levels

#### Essence of Knowledge International School, Jeddah

2010

## SKILLS

Time management

Adaptability

Punctual

Initiative and problem-solving abilities

Interpersonal skills

Quick learner

Problem solving

## ACCOMPLISHMENTS

-Organized one day seminar on "Knowledge management and its implications"

-Organized one day seminar on "Emerging issues in human resource"

-Attended a conference on "Innovation management"

-Organizer for IIUI's job fair 2017

-Won price for Social Awareness Program on saving the Earth

-Raised funds for Thar victims

-Organized Farewell for about 50 students

## CERTIFICATION

Microsoft office specialist word 2013

Microsoft office specialist excel 2013

## LANGUAGES

English



Urdu



Arabic



Punjabi



## INTERESTS

Binge watching

Photography

Graphic designing

Travelling