

From Islamabad – PAKISTAN

Hamzamuzaffar4088@gmail.com

HAMZA MUZAFFAR



OBJECTIVE: Aim to work in an organization which provides me challenging tasks dynamic environment opportunities to polish my skills “I will provide you my services to accomplish your requirements”

DEGREE	YEAR	BOARD / UNIVERSITY	MARKS	PERCENTAGE
BBA HONS) (6th Semester completed Specialization in HRM)	2015-Up To	International Islamic University Islamabad	Above 3.0	73%
Inter In Commerce	2013-2015	Gujranwala Board(PGC WZD CAMPUS)	896/1100	81%
Matriculation	2011-2013	Gujranwala Board(GHS WZD CAMPUS)	915/1050	87%

➤ LANGUAGE Skills:

English	Good In Speaking	Good In Listening
Urdu (Basic)	Fluent	Fluent
Punjabi(Mother Language)	Fluent	Fluent

ACHIEVEMENTS

CERTIFICATION

SKILLS

<ul style="list-style-type: none">• Merit Scholarship from GOVT of Punjab (2013-2015)• 100% Merit Scholarship from (PGC) WZD (2013-2015)• 100% Scholarship from HEC (2015-2018) <p>EXPERIENCE:</p> <p>REMOTE INTERNSHIP THREE months</p> <p>(BORGAN ORGANIZATION USA)</p> <p>AS Public relation marketer And different Multiple tasks related to Human resource</p>	<ul style="list-style-type: none">• Idea Factory (2017)• ICARUS-InC Focus Group Discussion (2015)• Speech Competitions won (2008-2009-2011-2010 -2014)	<ul style="list-style-type: none">• Management skills• Excellence In Debates• Team management• Meeting management• Time management• Solid communication• MS office• Marketing Campaign• Accounts Maintenance• Presentation skills• Leaderships and motivational skills• Customer or client orientation• Interpersonal skills
	QUALITIES	
	<ul style="list-style-type: none">• Open Mindedness• Emotional Stability• Honesty• Competitive Spirit• Ambition• Unafraid to take risks• Calmness• Optimistic	PROJECTS
		<ul style="list-style-type: none">➤ Arrangement of interview panel➤ Practical rehearsal as interviewer➤ Screening interviewing(KSA)➤ Recruitment advertising➤ Background checking➤ Criteria of cv selection➤ Review job descriptions➤ BCG+PEST+SWOT(Analysis)➤ Competitor strategies