

Hamza Muzaffar



Professional Summary

- prioritization skills along with strong interest in Human Resource and Training. Looking to gain real world experience While developing acquired capabilities in the field of Human Resource.

Work History

(Remote Working) The Borgen Project (NGO) USA - Public Relations Intern

11/2017 - 02/2018

- Planned and implemented fundraising events.
- Prepared social media posts ,videos and key messages for company's marketing campaigns

Certifications

Idea Factory

ICARUS-INC (Focus group discussion)

Won speech competitions

- QUALITIES:

Unafraid to take risks

Emotionally stable

Competitive spirit

LANGUAGES:

- URDU (NATIVE) * Proficient
- ENGLISH * Conversational
- PUNJABI * Proficient

Projects

- Project on Arrangement of Interview panel
- Rehearsal as A interviewer
- Team management
- Marketing campaign's
- Fundraising Events
- Lobbying efforts
- BCG Matrix Analysis of different co.
- SWOT Analysis OF different co.
- PEST Analysis of Different industries
(A lot of others also)

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From ISLAMABAD 44000, Pakistan

Education

Aug 2019

International Islamic University

islamabad

CGPA ; Above 3.0

Bachelor of Business Administration

(Human Resource management)

- **Scholarship From Higher Education Co mission Of Pakistan For 4 Years degree program**

Sep 2015

Punjab Group Of colleges " Result 81%

Gujranwala Board

Intermediate In Commerce

- **Merit Scholarship From College Association**

May 2013

Govt high School nizamabad " Result 87%

Gujranwala Board

Matriculation (General science group)

- **Merit Scholarship from Govt of Pakistan**

SKILLS

Microsoft Office

Social Media expertise

Problem Solving

Records Maintenance

Monitoring

Meeting management

Time management

Teamwork and collaboration. .

Public Speaking

Interpersonal and Written communication

Performance management

Customer service

Brainstorming

