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| Mamoona Qureshi  Contact: +92-347-8548409, +92-0307-5389665  Email: [mamoonaqureshi93@gmail.com](mailto:mariashaheen1991@gmail.com)  Location in City: North Karachi | CAREER OBJECTIVE:  An eager beaver who has desire for making her mark in the HR/Administration Profession. Self motivated and keen towards contributing to a better HR system in Pakistan. | |
| *EXPERIENCE* | | |
| *IMG-20171121-WA0016.jpgCareerpath.pk*  Corporate Training and HR Consultancy  *Office Assistant Cum Admin Officer*  *15th Sep-2017 to 30th October 2019* | | MARKETING  Worked as a “Brand Ambassador” for a period of one and half year on multiple brands of different national and multinational Companies (Uniliver, Nestle, Procter & Gamble, and GlaxoSmithKline etc. |
| Key Responsibilities:   1. Manage routine administration work 2. Maintain files and record in hard and soft format 3. Handle employees queries 4. Arrange office supplies, equipments and stationary 5. Update Telephone Directory and Customer Contact List 6. Assist HR in new hiring and Documents Collection | | Key Responsibilities:   1. Brief Product Detail and its benefits to the Customer 2. Maintain the Customer Record with proper details 3. Keep a track record of in hand stock 4. Handle Customer Queries 5. Attend monthly review meetings to discuss the performance and new targets |
| *QUALIFICATIONS* | | |
| Professional / Academic Qualification | | Short Courses & Technical Trainings |
| *index.jpg*  *Post Graduate Diploma (PGD ) 2018 - 2019*   1. Human Resource management 2. Labour Legislation 3. Industrial Relations 4. Labour Administration 5. Health & Safety 6. Economics 7. Social research | | index.jpg [Three Days Training Courses]   1. ISO-9001 - Quality Management System 2. ISO-14001 - Environmental Management System& Environmental Protection Act 1997 3. ISO-18001 - Health and Safety Assessment Series 4. ISO-8000 - social accountability standard |
| *KU LOGO.jpg* Masters - In Continuation – 2019  Bachelors - From University of Karachi - Karachi | | Digiskills.jpg  Digital Marketing – 06-August-2019 to 31st October 2019  Freelancing – 06-August-2019 to 31st October 2019 |
| Intermediate - From Intermediate Board of Karachi Matriculation (Science) - Faizul Islam Secondary School, Karachi. | | * Microsoft Office – Bright Career Computer Institute, Karachi * Familiar with Internet Browsing |
| RESEARCH PROJECT: NEW TRENDS IN HUMAN RESOURCE MANAGEMENT | | |
| PROFESSIONAL REFERENCE:  MARIA SHAHEEN (SR. CONSULTANT & TRAINER) – Contact: 03362301474, Email: info@careerpath.pk | | |