

HADIA NASIR

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• www.linkedin.com/in/hadia6666

Education

Superior University (3.7 CGPA)

Lahore, Pakistan

Master of Human Resource (MHRM)

2020 - 2022

University Of the Punjab

Lahore, Pakistan

Bachelor of Arts

2017 - 2019

Professional Experience

AMAL ACADEMY

April 2022 – July 2022

Education startup funded by Stanford University that teaches professional skills to students and corporations.

Career-Prep Fellow

- Communication: Completed a competitive written application and interview process to be selected from over 4500 applicants for an intensive 3-month Fellowship funded by Stanford University.
- Skills development: Investing 150 hours to develop business skills (e.g., communication, leadership, problem-solving, teamwork, etc.) that will help me make a deeper impact on the job.

CHT PAKISTAN (PVT) LTD

Sundar Industrial Estate, Pakistan

Manufactures a broad range of textile auxiliaries and dyes.

Admin Officer:

March 2020 – Present

- Administered office stationery and supplies to maintain reasonable stocks.
- Managed attendance, leaves, and allowances of 200 employees on SAP Business One.
- Maintained Solotech for the addition/deletion of employees and their respective particulars.
- Handled 10 - 15 monthly purchase requests and 100+ goods issues.
- Acted as IMS coordinator for the administration department to carry out audit activities.

Extracurricular & Volunteer Experience

Edhi Foundation

April 2022

Present

- Fundraiser: Developed social media campaigns and raised 20k funds within two weeks.

Youth General Assembly (YGA)

Jan'22 – Present

- Shadow Cabinet Member: Hold assembly meetings on national interests, present alternative policies, and resolutions, on the model of parliament for civics engagement.

Nahfidu Forum

Sep'21 – Dec'21

- HR Coordinator: Drafted HR infrastructure for the organization's volunteer program as well as recruited, trained, and supervised 35 volunteers.

Honors and Awards

ACADEMIC SCHOLARSHIPS

- Received full merit-based academic scholarship from Superior University.

2020 - 2022

1st Cybernet (Pvt) Ltd - May 2018 - Feb 2019

15K 9.5pm
1st Cybernet (Pvt) Ltd - May 2018 - Feb 2019

ONLINE COURSES

- | | |
|--|-----------|
| - Identifying Competitive Risk - edX – Harvard Business School Online. | Feb 2022 |
| - Designing Organizational Structure - edX – Harvard Business School Online. | Jan 2022 |
| - Leadership Coffee: SMART Communication with Character - Workday. | Oct 2021 |
| - Asking For Feedback - Workday. | July 2021 |
| - Entrepreneurship in Emerging Technologies - edX - HBS Online. | July 2021 |
| - Exercising Leadership: Foundational Principles - edX - HBS Online. | Sep 2019 |

Additional

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- Technical Skills: Microsoft Office, SPSS 2.3, SAP Business One, Solotech, Siebel, and Oracle.
 - Certifications: CV/Cover Letter Writing Techniques - S&P Global.
 - Interests: Freelancing, Graphic Design, Content Writing, Copywriting.
 - Networking: HR Conferences, Webinars, Capacity Building Workshops.

1. Siebel - 7/10

2. Bayle - 10/10
Still

3. Microsoft - 10/10
All of my projects