



Afia Irfan

Executive Human Resources

Contact Info

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Lahore, Pakistan

Securing employment with a reputable organization where I get the opportunity to gain diversified experience in a highly professional environment in order to fully utilize my academic knowledge, learning and skills while making significant contribution to the success of the organization.

Strengths & Skills

- ✓ Able to perform under pressure
- ✓ MS PowerPoint
- ✓ Computer Skills
- ✓ MS Word
- ✓ MS Excel
- ✓ Passion and team work recognition

Academics

Title	Institute	Score	Date
MBA	National college of Business Administration and Economics, Lahore	3.5 CGPA	2021
M.com	National University of Modern Language (NUML), Lahore	3.3 CGPA	2018
B.com	University of the Punjab, Lahore	62%	2015
I.com	Govt.college for women, samanabad, Lahore	69%	2013

Experience

Company	Designation	Duration	
Pakistan credit rating agency	HR Intern	Sep 2021 - Jan 2022	4 months
Nishat mills Imtd	Bookkeeper / Accountant	Sep 2018 - Oct 2018	1 month

Work History

Pakistan credit rating agency	Sep 2021 - Jan 2022 (4 months)
HR Intern	Lahore, Pakistan
Nishat mills Imtd	Sep 2018 - Oct 2018 (1 month)
Bookkeeper / Accountant	Lahore, Pakistan

I worked as internee for four weeks in nishat mills ltd in account department

Functional Areas

- Human Resources
- Accounts, Finance & Financial Services

Languages

- English - Medium
- Urdu - Medium

Hobbies

- Arts and crafts