

Mirza Raheel Baig

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0321-9438657

66-New Officers Colony, Saddar Lahore Cantt.

Career Objective

To attain excellence in my profession by working in an organization where I can get opportunities for growth and development.

Internship Training

Duration

Sui Northern Gas Pipelines Limited

02 Aug 2018 – 12 Sep 2018

Completed 06 weeks internship in HR department of SNGPL.

Academic Qualification

Duration

BBA (Hons); HR & Finance

2013-2018

University of Central Punjab, Lahore

Intermediate (Gen Science Group)

2013

BISE Lahore

Matriculation (Science Group)

2008-2010

New Cantt Public Boys High School, Lahore Cantt

Trainings

Duration

PDCT – Professional Development Corporate Training in UCP.

(2days)

SAP – Working on Inventory management Software.

(2 Days)

Computer Hardware

(01 Month)

Graphics Designing

(03 Months)

Projects

TAQ Associates – An analysis on its HR functions.

Air Blue – An analysis on its strategic management functions.

Efu General Insurance Ltd– A research conducted on its performance management system.

Other Experiences

Catalyst Society - This was a group that provided platform to students to work as social workers for the welfare of the society. I remained part of this group for 2.5 years and was designated as communication secretary. Being on this post I practically experienced the process of recruitment of new members, record keeping, team leading, communication & conflict resolution.

Psychology Society - This group provided awareness among the students related to the taboos of the society. I remained part of this group for 2 years as a member of management team.

References

Will be furnished upon Request.

Personal Information:

Father Name:

Mirza Tariq Baig.

DOB: 03-06-1993.

Place of Birth: Lahore.

Domicile: Lahore.

Religion: Islam.

Social work /Volunteer Activities:

Workshop on Discrimination & legal framework.

Attended seminar on “AKHUWAT microfinance” by AKHUWAT Foundation.

Managed the event “Samaaj ko badal daalo”, A drama against social inequality.

Hosted Chinese Foreign delegation at UCP.

Attended workshop by CWO, “16 days of activism against gender based violence.

Conducted Survey on Culture of Old Age Homes in Pakistan.

Conducted several visits to Old Age Homes.

Cloth Bank Activity.

Managed the seminar Pink Day “An Awareness program on Breast Cancer by Shoukat Khanum Hospital”.

Professional Skills:

SAP, MS-Office, Graphics Designing, Good oral & written communication, creativity, experienced in team oriented projects.