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Lahore, Pakistan



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SKILLS

Customer Service

SEO

Auto CAD

Teaching

Communication

Team Work

Quick Learner

Time Management

Decision Making

Conflict Resolution

LANGUAGES

Urdu

Native or Bilingual Proficiency

English

Professional Working Proficiency

INTERESTS

Movies

Social Media

fitness & Nutrition

Rana Ali Raza

Business Graduate

To Find a position in HR/ Management/ Administration in a reputed organization in order to utilize my skills to achieve the goals of the company.

EDUCATION

BBA (Hons.) in Human Resource

University of Education, Lower Mall Campus Lahore

10/2015 – 10/2019

CGPA 3.4

Courses

- Training Intervention in Job Skills
- Performance Management and Compensation
- International HRM
- Recruitment and Selection

FSc (Pre-engineering)

Sir Syed College

08/2012 – 06/2015

1st Division

Matriculation

Iftikhar School System

05/2010 – 07/2012

1st Division

WORK EXPERIENCE

Home Tutor

Education Sector

06/2017 – Present

Intern

Khoshgovar Impex

07/2019 – 08/2019

6 weeks internship experience in HR department

Lahore

CERTIFICATES

Personality Development Workshop (05/2019)

Mr. Haseeb Khan (actor, motivational speaker) delivered the lecture on Personality Grooming

Auto CAD (09/2015)

A 12 weeks project based training certification.

ACHIEVEMENTS

Blue Belt in Shinkyokushin Karate (08/2016)

Got a laptop from Punjab Government (05/2017)

Got a book as a prize in Q/A session in college (2013)