

RIMSHA TAQDEES

Lahore

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Perusing my career in a Human Resource, that gives me a chance to proficient advancement. I generally work with energy and focus. I like to work in a dynamic domain and connect with individuals to continue learning. Besides, I like to apply knowledge, gain experience to clean myself by putting forth a valiant effort. Endeavors are needed to accomplish the best of results.



WORK EXPERIENCE

OFFICE COORDINATOR

Askaan Consulting - lahore

March 2019 to May 2019

I worked there as an office facilitator and dealt with all the workplace work. kept up participation of office employees, dealing with understudies to determine their inquiries who needs to study abroad. Direct occasions for the organization.

TRAINEE OFFICER

The University of Lahore, HR Department - Lahore

October 2018 to March 2019

I hired in the University of Lahore as a Trainee Officer and I learnt numerous things which improve my abilities and knowledge. My obligation is to determine the inquiry's of representatives and give my services to resolve them. I draft letters (Resignation/Termination/Experience/leave) for the employees. I helped the senior workers in Provident Fund Final Settlement cases, Provident Fund Loan Cases and Tax cases.

PROJECT HEAD

LUMS - LAHORE

August 2018 to October 2018

I am a team leader of a beauty product brand which is recently propelled in market. My obligation is to present an item and approach numerous individuals as I can. I was taking care of the web based life advertising of the excellence items named charcoal. I learnt numerous things which improve my abilities and information.

INTERNEE

University of lahore - Lahore

June 2017 to August 2017

I worked as an internee, and my responsibility is to assemble the resume of up-and-comers or calling them for an interview. I worked in all orders of HR like Recruitment Process, Training and Development, Payroll and Compensation. and I write thesis on all the disciplines of HR Department And got A+. I learnt numerous things which was useful for my profession and improves my insight.



EDUCATION

Mba in Human Resource CGPA:3.4

University of lahore - lahore
February 2018 to May 2019

Bba (Hons) in Human Resource CGPA:2.98

University of lahore - LAHORE
February 2014 to February 2018

Intermediate in commerce

Government college of women - Punjab
March 2010 to September 2013

High School in Science

District Public School - Punjab
March 2000 to March 2010



SKILLS

Microsoft Office Pressure Handling Organized in Work



CERTIFICATIONS AND LICENSES

Research Article

February 2016 to February 2016

Research article was my project and my topic is "why youth is addicted to social media " and got 1st position.

Inventory Network of Ali Cables

April 2016 to April 2016

The video competition was based on inventory network and i got 2nd position in it.

Hosting and Training

November 2018 to November 2018

I received certificate for Hosting and Training on my Project of Business communication skills.

Workshop on SAP

February 2018 to February 2018

Worked in Allied School as a visiting teacher

June 2017 to July 2017