**RAEESA AHMED**

. 19-E- PIA HOUSING SOCIETY, LAHORE,

PUNJAB, PAKISTAN.

* Phone: 0345-1477855 Email: Raeesaahmed01@gmail.com

November 26, 2019

Dear Madam/Sir,

I’m a Post graduate, eighteen years of studies have made me to learn plenty about the business world of Information Technology in which we live today. I believe in teamwork that is key to handle situation even in complex and difficult environment. My objective is:

*“To acquire a position where I can apply my learnings to various dimensions, enhance my knowledge and experience through innovative job assignments.”*

I would like to apply my knowledge and skills at your organization and hope to learn from it.

I am a quick learner and a hard worker who looks forward and accept challenges. I have good written and verbal English communication skills. Making decisions, motivating others, helping and being helped I have learned during my last degree of media and communication. I enjoy being part of a team whether it is on top or working under someone, a team player that is always ready to win out there.

I assure you that if a chance of service is given to me, I will spare no pains in the satisfactory discharge of my obligation.

Yours sincerely,

RAEESA AHMED

**RESUME**

**PERSONAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| Name | Raeesa Ahmed | |
| Father’s Name | Muhammad Ahmed | |
| Date of birth | October 15, 1993 | |
| CNIC Number | 36502-4012081-2 | |
| Domicile | Punjab | |
|  |  | |
| Contact Number | 0345-1477855 | |
| Email Address | Raeesaahmed01@gmail.com | |
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| **EDUCATION** | |  | |
| *University of Management and Technology* ***2017***  ***MS Public Policy***  CGPA: 3.00/4.00.  *University of Management and Technology* | |  | |
| **BS Media and Communication**  Area of concentration: \_ Electronic Media  CGPA: 3.57/4.00. | | **2015** | |
| *Lahore Collage for Women University*  **HSSC (Intermediate)**  Area of Concentration: Humanities (Psychology, Islamiyaat, Economics)  *Board of Intermediate and Secondary Education Lahore* ***2010***  **HSSC (Matriculation)**  Area of Concentration: \_\_ Humanities  Lahore division | | **2011** | |
| **WORK EXPERIENCE** | |  | |
| **RMS Wizards Pvt Ltd.**  **Human Resource Manager 2018 - 2019**  **RMS Wizards**  Working as an Assistant Automation Manager **2017**  **RMS Wizards**  Worked as an Assistant HR Manager **2017**  **Al-Karam Traders**  Worked as an assistant Director **2016**  **UMT Social Media**  Internee **2015**  **UMT RADIO 98.2 FM**  Internee  **2015**  **UMT**  Documentary & Drama director **2015** | |  | |
| **KEY SKILLS** | |  | |

1. Leadership Abilities
2. Excellent organizational skills
3. Proficient in MS Office (Word, Excel & PowerPoint)
4. Proficient in English
5. Intense sense of ethics
6. Interpersonal communication
7. Analytical and Problem solving
8. Co-operative
9. Innovative
10. Efficient & Energetic
11. Strong Conflict Management Skills
12. Meet Deadlines.
13. Managing Budget & other expenses
14. SPSS
15. Administrate staff leave requests and attendance
16. Assist payroll department by providing relevant employee information
17. Organize and attend staff social events

**HONOURS & AWARDS**

* Got Three Dean awards in my academic career of Mass communication.
* Got Appreciation Certificate for outstanding accomplishments.

**TRAINING & QUALIFICATION**

Worked as a Teacher Assistant in UMT.

Worked as an Assistant Automation Manager

Working as an Human Resource Manager in RMS Wizards Pvt Ltd

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| **LANGUAGES** |  |
|  English |  |
|  Urdu |  |
|  Punjabi |  |