|  |  |  |
| --- | --- | --- |
| **Bushra Afridi****D/O: Syed Jalal** | Address: Peshawar, PakistanContact: +923335967909Email: bushraafridi707@gmail.com |  |
|  |  |  |
| **PERSONAL STATEMENT** | To work in the best professional environment, where I can use and share my skills and experience to assist in development. To assist in the uplifting and development of the organization. An honest and sincere team player who works with zeal and enthusiasm for managing a team through coordinated efforts by using minimum resources and achieving maximum output. To seek a challenging job relating to HRM to utilize my skills and knowledge. |
|  |  |
|  |  |  |
| **QUALIFICATIONS** | * **MBA HR**
* **BA**
* **Intermediate(Pre-Medical)**
* **Matric (Science Group)**
* **English Language Access Micro Scholarship Program Certified from US Consulate General Peshawar**
 |  University of Peshawar, KP, Pakistan – 2019-2022 University of Peshawar, 2016-2018 B.I.S.E Peshawar 2013 – 2015 S.S.C (B.I.S.E) Peshawar 2011 - 2013I/M Sciences Hayatabad Peshawar2013 – 2015 |
|  |  |  |
| **EXPERIENCES** | 1. **Data Collector, UNDP/HAS**

 08/2023,12/2023* Role: Collecting survey data in Peshawar from key population
* Interviewing key population
* Conducting tests of key population
1. **Project assistant: CRA-North**

 06/2023-08/2023* Role: Assisting trainer
* Conducting sessions
* Taking meeting minutes
* Project reporting
1. **Global Vision Real Estate Marketing PVT Limited**

Marketing Supervisor 01/2022-06/2022* Arrangements of meetings and presentations for clients and investors
* Sharing up to dated information about the projects with investors
* Development of marketing strategies
* Execute and supervisor of marketing plans and strategies
* Develop monthly and weekly progress reports
* Trainings for interns and marketing team
1. **Ran’aa Child Welfare Foundation funded by U.S Embassy**

06/2022-09/2022* As a member of the Pakistan-US Alumni Network, I had the opportunity to undertake a three- month internship at the Ran’aa Child Welfare Foundation. During this Internship, I developed skills in proposal writing and report writing.
1. **Fitness and athletic Trainer, Fit Zone Fitness Gym**

10/2019-07/2022 * Fitness instructor
* Fitness programs designer
* Design Diet plans
1. **Teacher assistant, Access micro scholarship Program**

06/2017-06/2019 * Role: Assisting teacher in conducting sessions
* Supervision and Program reporting
1. **Dental Surgical Assistant: RMI**

08/2016-12/2019 |
|  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Granted PROJECTS** | U.S Alumni small grant/ Martial arts and self-defense camp for street children ---11/2022-02/2023Integrating Mental Wellness and career counseling---11/2023-11/23Interfaith Harmony09/2021-09/2021Intermittent Explosive Disorder07/2023- 07/2023Peace building and Community resilience---08/2021- 08-2021 |  |

Date of Birth: 6th March, 1998

* Nationality: Pakistani
* Religion: Islam
* Marital Status: Single
* CNIC: 21201-2209454-2
* Gender: Female
* Language: English, Urdu, Pashto

|  |  |
| --- | --- |
| **ACHIEVEMENTS AND****CERTIFICATES** | * Participated in NASA Space Camp USA

07/2015-08/2015* Participated in South Asian Access Summit: Hackathon Kathmandu, Nepal

07/2019-08/2019* Participated in Alumni writers workshop by GRACE Association and US Embassy

07/2018-08/2018* Elected Olympic National games Judo Committee member

05/2023-05/2023* Women Digital League training on digital livelihood

07/2016- 08/2016* Participated in 16 hour creative writing and public speaking course I/M Sciences

07/2022- 08/2022* Participated in Markhor National conference and awarded icon of leader

08/2021- 08/2021* Participated in Azme-Alishan conference

08/2019- 08/2019* Participated in Salamti Fellowship Program

02/2023- 03/2023* The Climate Change Emergency National conference

08/2023- 08/2023**Certificates*** Certified Fitness trainer from IFCA—04/2022-07/2022
* Certified Judo coach from IJF—

01/2021-05/2023* Gold Medalist in 4th junior National Judo championship—08/2014-08/2014
* Gold Medalist in 7th Women National Judo championship—06/2015-062015
* Gold Medalist in 2nd Quaid-E-Azam Inter Provincial Games—11/2018-11-2018
* Gold Medalist in U-23 Games—

06/2016-06/2016* Gold Medalist in U-23 Games—

07/017-072017* Gold Medalist in U-23 Games

08/2019-08/2019* Gold Medalist in U-23 Games—

09/2020-09/2020 |

|  |
| --- |
| **PERSONAL INFORMATION** |