



KHUSHBOO FAIZ

Home : Deans Complex Board, Peshawar, Pakistan, 25000, Peshawar, Pakistan

Email: Khankhushboo120@gmail.com **Phone**: (+92) 3349690483

Gender: Female **Nationality**: Afghan

WORK EXPERIENCE

[03/10/2022 – 08/03/2023]

HR Assistant Manager

Zia Medical Complex

City: Peshawar

Country: Pakistan

- CV Shortlisting
- Prepare interview Summary
- Preparing Duty Roaster

[09/03/2023 – 05/01/2024]

HR Manager

Zia Medical Complex

City: Peshawar

Country: Pakistan

- Hiring Of Employees
- Controlling of HR department
-

EDUCATION AND TRAINING

[01/09/2018 – 16/08/2022]

BACHELOR

Institute of Management and Sciences Peshawar Pakistan

City: Peshawar

Country: Pakistan

Field(s) of study: Bachelor in Business administration (Human Resources Specialization)

[10/09/2014 – 15/02/2016]

Higher Secondary School Certificate

ICMS college and School sysytem

City: Peshawar

Country: Pakistan

Field(s) of study: Computer Science

[05/02/2004 – 05/06/2014]

Secondary School Certificate

IIMS School and College System

City: Peshawar

Country: Pakistan

Field(s) of study: science

LANGUAGE SKILLS

Mother tongue(s): PASHTO

Other language(s):

ENGLISH, URDU, FARSI, DARI

LISTENING B1 **READING** B2 **WRITING** B2

SPOKEN PRODUCTION C2 **SPOKEN INTERACTION** C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Excel | Microsoft Word | Microsoft Office | Microsoft Powerpoint | Social Media | Instagram | Facebook

RECOMMENDATIONS

ASSOCIATE PROFESSOR

Name: DR. SOHAIL YUNIS

Email: sohailyounis@imsciences.edu.pk

1

Associate Professor

Name: Dr. Romana Bangash

Email: romana.bangash@imsciences.edu.pk

1.