

ZARTASHA KHATTAK

HUMAN RESOURCE MANAGEMENT
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EDUCATION

FEB, 2017-21

BACHELOR OF BUSINESS ADMINISTRATION, BAHRIA UNIVERSITY

MAJORS: HUMAN RESOURCES

CGPA of **3.92**

2014-2016

FSC, THE PEACE COLLEGE, NOWSHERA

Secured 81%

EXPERIENCE

Management Trainee Officer at Bestway Cement Ltd

July, 2021-22

- Monthly Reporting (i.e., Expense claims, invoices etc.)
- Stationery Management
- Preparing daily Work Orders, Intimations, Approvals, Handing-over, Insurance & Authority letters
- Housekeeping, Events & Files management

Virtual HR intern at GAO-Tek (USA based Co.)

June-July 2021

Responsibilities

- Replying to applicant's emails, screening replies, & scheduling interviews
- Post job ads on general career websites, university & internship websites
- Develop relationships with universities and colleges who have intern programs.

Virtual HR Internship at Sunbeams

Nov-Dec 2020

Responsibilities:

- Take charge as a self-starter and show positive action to meet departmental goals
- Take instructions from the Team Lead and come up with ideas and contribute to regularly attend team meetings (in-person/zoom) regularly.
- To perform assigned tasks in timely manner

Internship at SRC (BUIC)

Jan-Oct 2020

Responsibilities:

Preparing monthly departmental & club reports, dealing with the student forms & queries, organizing events, keeping records.

Others:

- Coordinator of Arts & Dramatics club
- Participated in a HASTI BASTI project by cities for children
- Participated in BU carnivals 2018 and 2019- setup a stall for fund raising
- Managed different activities in spring festival by CSP club
- Actively participated in CSP club activities i.e. Clean drive, independence-day event.
- Organized Breast Cancer Awareness session at BUIC.

SKILLS

- | | |
|--------------------------------------|----------------------------|
| • Fluent in English, Urdu and Pashto | • Perfect hand at MS tools |
| • Can work under pressure | • Time management |
| • Uncommon work completion qualities | • Competent |
| • Hard working | • Communication skills |

ACHIEVEMENTS

Appeared in the rector's honor list

Certificate of appreciation for ushering in **"BUIC-22nd convocation"**

Certificate of appreciation for managing **'Breast Cancer Awareness'** session

Active member of community support club

Certificate for participation in BU carnival

Certificate for participation in CSP event

Certificate for managing guest speaker session

Winning best departmental stall in BU carnival

Runner up in Air university **"National case Competition"**

Certificate for volunteering in Cities for Children project

Certificate of appreciation by read Pakistan trust

References will be furnished upon request