

Anas Syed

Cell: +92-311-9038868

Email: syedanns321@gmail.com

PROFILE SUMMARY

- Passionate, results oriented, hardworking individual with Bachelor of Business Administration (BBA) Degree
 - Experience of working in Customer focused roles
 - Expert at Microsoft Excel
 - Basic understanding and training of Human Resources domain
 - Able to deal with ambiguity and can effectively cope with change
 - Good communication and interpersonal skills
 - Conflict resolution
 - Talent management
 - Conflict management
-

EXPERIENCE

Human Resource Intern (Remote role)

Jan 2023 – Feb 2023

GAO Group Of Companies - **GAOTek Inc.** New York, United States

- Provided positive candidate experience throughout the talent acquisition process in close collaboration with hiring managers
- Screened Candidate's resumes based on the job description of the role
- Shortlisted suitable Candidates for next steps
- Coordinated and scheduled interviews for the shortlisted candidates
- Facilitated in onboarding of the selected candidates

Business Development and Sales Associate (Remote role)

Jan 2021 – Dec 2022

MBC Cash and Carry – United Kingdom

- Developed new business by securing new customers through cold calling and through referrals.
 - Collected orders from existing customers and logged the orders in the Orders Management System.
 - Coordinated with onsite delivery teams in the UK to fulfill and deliver orders to end customers.
 - Provided Level 1 Customer Support to end customers in the UK for delivery and inventory related issues.
-

EDUCATION

Bachelor of Business Administration (BBA)

2019 - 2022

University of Peshawar

- **Key Areas of Focus:** Finance and Human Resources
-

CERTIFICATIONS

- **Human Resources Foundation** – Completed Dec 2022
LinkedIn Learning
- **The Three Pillars of Effective Communication** – Completed Dec 2022
LinkedIn Learning

- **Microsoft Excel – Excel from Beginner to Advanced** – Completed Dec 2022
Udemy
- **Conflict Resolution Foundations** – Completed Jan 2023
LinkedIn Learning
- **Considering Transferable Skills in Talent Acquisition and Retention** – Completed Jan 2023
LinkedIn Learning
- **Fred Kofman on Managing Conflict** – Completed Jan 2023
LinkedIn Learning
- **Improving Your Conflict Competence** – Completed Jan 2023
LinkedIn Learning
- **Strategic Human Resources** – Completed Jan 2023
LinkedIn Learning
- **Tips For Writing Business Emails** – Completed Jan 2023
LinkedIn Learning
- **Project Management Foundation Procurement** – Completed Feb 2023
LinkedIn Learning