



ZIKRIA SAJID

Human Resource

ABOUT ME

I pay close attention to details, processes, and people. Eager to apply my project and internship experience in HR to a compassionate and growing company like the Grove.

EXPERIENCE

Sajid Ali and Sons Army General suppliers

From 2016 to 2022, I balanced my education with part-time work in our family business, which my father owns. Together, we managed fieldwork and streamlined documentation, strengthening our business's operations and my commitment to learning and growth.

City University Admission Office

I completed a three-months internship from February 2023 to April 2023, where I efficiently managed student records, compiled merit lists, organized files, scheduled interviews, uploaded data to MIS software, and assisted in orienting new students.

Accountant General Fort Road Peshawar - Govt. Of Pakistan

During my internship from 01/11/2022 to 30/01/2023, I excelled in the G P Funds and pension sections, showcasing strong performance and dedication in the department.

EDUCATION

City University of Science and Information Technology

2019-2023

Bachelor in Business Administration, BBA(HR)

CGPA 3.33

University College for Boys, University of Peshawar

2016-2018

Pre-Engineering

699/1100

Peshawar Model School, Boys 1

2014-2015

General Science

906/1100 (1st Division)

SKILLS SUMMARY

Sajid Ali & Sons Suppliers 81%

HR Management 87%

+923139777719

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Colony, Warsak Road, Peshawar

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PAKISTAN

Date Of Birth: 16 November 1999

ID No. 17301-0745475-9

LANGUAGE

English

Urdu

Pashtu

Arabic (Basic)

CERTIFICATIONS & ACHIEVEMENTS

I attended sessions on personal effectiveness and CV/interview skills in 2021 and 2022, respectively.

I hold a certificate in Cultural Day organizing from IMSciences and participated in a seminar on financial sector operations and challenges. My education includes courses in Human Resources, Organizational Behavior, and Compensation Management, demonstrating my strong HR foundation.