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| **Zikria Sajid**  **Human Resource (HR)** Profile Attentive to details, processes, and, most importantly, to people.  Motivated to bring my project and internship experience to a growing company like the Grove, where compassion for others and knowledge of efficient HR services will be key to winning the day. CONTACT PHONE NUMBER:  +923139777719  **LinkedIn**  linkedin/in/zikria-sajid  **EMAIL ADDRESS:**  *sajidzikria@gmail.com* Languages English  Urdu  Pashto CNIC 17301-0745475-9 RELIGION Islam MAILING ADDRESS 18-Arsala House Gate No 2 Officers Garden Colony Warsak Road Peshawar. MARITIAL STATUS Single |  | 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)** Certificates **7 Habits of highly effective people session**  13th July 2021-14th July 2021  **CV and interview skills session**  3rd June 2022  **Cultural day organizing certificate at IMSciences**  **Seminar on Financial Sector Operations, Challenges and what to expect in today’s economy** Experience **Works as internee at City University Admission Office**   * Manage student’s records * Making merit lists * Organizing files * Scheduling interviews * Uploading data to MIS Software * Orientation of new students  **SKILLS**  * Ms Word, PowerPoint * Compensation & Benefits * Performance Management * Recruitment * Employee relations * Training and Development * HR Metrics  RELEVANT COURSES  * Human Resources Management * Employee & Labour Relations * Organizational Behaviour * Human Resources Planning & Strategy * Compensation Management * Training and Development * Staffing and Performance |