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| **Zikria Sajid****Human Resource (HR)**ProfileAttentive 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.CONTACTPHONE NUMBER:+923139777719**LinkedIn**linkedin/in/zikria-sajid**EMAIL ADDRESS:***sajidzikria@gmail.com*LanguagesEnglishUrduPashtoCNIC17301-0745475-9RELIGIONIslamMAILING ADDRESS18-Arsala House Gate No 2 Officers Garden Colony Warsak Road Peshawar. MARITIAL STATUSSingle |  | 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***2016-2018Pre-Engineering**699/1100*****Peshawar Model School, Boys 1***2014-2015General 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
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