

# SAVERA MASOOD

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Islamabad, Pakistan

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A dedicated mass communication graduate passionate about leveraging communication expertise in HR and PR roles. Seeking to apply strong interpersonal skills, strategic thinking, and media knowledge to drive organizational success and foster effective employee and public relations.

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## EDUCATION

**Bachelors in Mass Communication**

**February 2019 - January 2023**

National University of Modern Languages (NUML)

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## PROFESSIONAL EXPERIENCE

**Immigration Consultant**

**October 2023 - Present**

**Asif Consulting Pvt Ltd**

- Receive, review, and process visa applications in accordance with current immigration laws and policies.
- Communicate with applicants to collect necessary documentation and information for accurate and complete application submissions.
- Maintain accurate and up-to-date records of all visa applications.
- Respond to inquiries via email, phone, or in-person meetings regarding visa procedures, requirements, and application status.
- Maintaining regular communication with clients to update them on the status of their applications and provide guidance throughout the process.
- Prepare and submit immigration applications, forms, and supporting documents on behalf of clients.
- Research and stay updated on immigration laws, policies, and procedures.

**HR Assistant**

**December 2022 - September 2023**

**Aventus Properties**

- Assist in posting job openings, screening resumes, and scheduling interviews.
- Coordinate new hire orientation and handle exit processes.
- Maintain and update employee records, including personal information, attendance, and benefits.
- Input data into HR information systems and ensure data accuracy.
- Assist employees with benefits enrollment, changes, and inquiries.
- Support payroll processing by verifying timesheets and addressing payroll-related queries.
- Maintain organized and accurate HR files and documentation.
- Provide general administrative support to the HR department, including scheduling meetings and managing correspondence.

## Internship

### PTV Headquarters

- Monitor news sources, social media, and other platforms for relevant news updates.
- Assist in managing and organizing the program's archive of footage, interviews, and research materials.
- Basic video editing tasks to assist in producing segments and promotional materials.

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## STRENGTHS AND EXPERTISE

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|--------------------------|--------------------------------|-------------------------|
| Project Management       | Crisis Management              | Employee Relations      |
| Strategic Planning       | Digital PR                     | Communication skills    |
| Recruitment and Staffing | Client Relationship Management | Operations Management   |
| Organizational Skills    | Time Management                | Talent Acquisition      |
| Payroll Administration   | Problem-Solving                | Social Media Management |

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References are available on request.