

Sana Usman

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📍 Rawalpindi

Profile

To apply my extensive experience in HR and project management to drive organizational success and contribute effectively to a dynamic team. Eager to utilize my skills in HR and project management to streamline processes, enhance efficiency, and foster a positive work environment. Passionate about driving projects to successful completion while maintaining a focus on employee well-being and organizational goals.

Experience

HR Internship at Logixos

Oct-24 to Dec-24

- ♦ Created and managed job postings on Indeed, attracting suitable candidates and enhancing the recruitment pipeline.
- ♦ Participated in screening resumes, scheduling interviews, and communicating with candidates to support the talent acquisition team.
- ♦ Collaborated on HR-related projects such as employee engagement initiatives, performance management, and training sessions.

Virtual HR Internship at GOA Tech Company, USA

FEB- 24 to 25 March

- ♦ Assisted with recruitment efforts, including job posting, resume screening, and scheduling interviews.
- ♦ Participated in the onboarding process for new hires, ensuring a smooth transition into the company.
- ♦ Contributed to employee engagement initiatives and assisted in organizing company events.
- ♦ Aided in the development and maintenance of HR documentation, including policies, procedures, and employee records.
- ♦ Collaborated with the HR team on special projects and initiatives as needed.
- ♦ Conduct market research to understand industry trends, identify gaps and develop strategies for attracting business to the park

Assistant HR Supervisor (ASL) at GOA Tech Company, USA

26 Mar- 24 to May 24

- ♦ Assist in managing employee relations, including conflict resolution, counseling, and disciplinary actions.
- ♦ Implement HR policies, procedures, and best practices to ensure compliance and enhance employee satisfaction.
- ♦ Support the HR Supervisor in recruitment efforts, including job posting, resume screening, and conducting interviews.
- ♦ Contribute to the development and implementation of employee engagement initiatives and company events.
- ♦ Aid in the onboarding process for new hires, ensuring a smooth transition into the company.
- ♦ Assist in the development and maintenance of HR documentation, including policies, procedures, and employee records.

Venue Staff at British Council, Islamabad

24 March- June 2024

- ♦ Responsible for proper management of venue and make sure smooth conduction of IGCSE, O levels and A levels exams

Education		
School/ College / University/ Institute		CGPA/ %
MS Project Management Bahria University Islamabad		3.3
BS Biochemistry PMAS Arid Agriculture University Rawalpindi		3.40
Intermediate Jinnah Institute Rawalpindi		78%
Matriculation Divisional Public school rawalpindi		85%
Projects		
Clients	Project	Responsibilities
Upwork International Client	Research Paper Writing On Science Topic	⤴ As a content writer, I meticulously research science topic to ensure a comprehensive understanding of the subject matter.
		⤴ I utilize credible scientific sources and cite them accurately to strengthen the validity and reliability of research paper.
		⤴ I craft clear and concise content, presenting scientific findings logically and coherently to engage readers effectively.
Achievements		
Course	Institute	Duration
Content Marketing and Advertisment	E-Rozgar	19 Sept – 30 Nov 2023
Introduction to Time Management	Alison	Oct 24
Project management for HR	Alison	Oct 24
Essentail of Microsoft with eltimate new feature	Udemy	2020 June
Project mangement	Udemy	2024 Feb

