

Khadija Begum

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D.O.B.: 06 February 2000

Address: House # 974/F, Awan Street, Zeeshan Colony, Rawalpindi.

CORE COMPETENCIES AND SKILLS

- Professional verbal and written communication skills
- Presentation making using MS Power Point
- Report writing using MS Word
- Presentation Skills
- Team Management Skills
- SAP Expertises- Intermediate level

PROFESSIONAL EXPERIENCES

Riphah International University, Gulberg Greens Campus

Research Assistant

Nov 2022 to Present

Physical Therapy Department

Keywords: Clinical Research Assistant, Graduate Research Assistant, Research Associate, Social Research Assistant

Key Responsibilities:

- Design and create special programs for tasks such as data entry and cleaning.
 - Provide assistance with the preparation of project-related reports, manuscripts, and presentations.
 - Prepare tables, written reports and summarizing research results.
 - Develop and implement research quality control procedures.
 - Allocate and manage laboratory space and resources.
 - Recruit and schedule research participants.
 - Schedule and conduct research meetings.
 - Issuance of Permission Letters and REC letters to MS and PhD students.
 - Maintain and Update student information on Google Sheets and MS Excel.
 - Preparing documentation for BASAR (Title Approvals).
 - Preparing the billing for supervisors and externals and processing them on SAP.
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Riphah International University, Gulberg Greens Campus

Intern

July 27, 2022 to October 30, 2022

Human Resource Department

Main Tasks:

- *Verify Attendance and Maintenance of Leaves on SAP.*
- *Process and issues employees pay checks and statements of earnings and deductions.*
- *Process paperwork for new employees and enter employee's information into the payroll system.*
- *Prepare and balance period-end reports, and reconcile issued payrolls to bank statements.*
- *Interpret and explain human resources policies, procedures, laws, standards, or regulations.*
- *Recruiting employees and process hiring-related work.*
- *Prepare or maintain employment records related to events, such as hiring, termination, leaves, transfers, or promotions, using human resources management system software.*

JS Bank Limited

Intern

July 27, 2021 to September 20, 2022

Main Tasks:

- *Compile information about new accounts and file related forms or other documents.*
- *Collect and record customer deposits and fees and issue receipts.*
- *Inform customers of procedures for applying for services, such as ATM cards, direct deposit of checks, and certificates of deposit.*
- *Answer customers' questions and explain available services, such as deposit accounts etc.*
- *Data Entry of account opening and customer information into the system.*
- *Filing the required documents which were necessary to forward the case and for documentation purposes.*

EDUCATION

Fazaia Bilquis Education College for Women (Affiliated with Air University) 2018-2022
Bachelors in Business Administration

GPA: 3.54

Major Courses: Training & Development, Performance & Compensation, Organizational Design & Development, Human Resource Development.

Fauji Foundation College for Girls, Rawalpindi 2016-2018
Board of Intermediate and Secondary Education, Islamabad
Intermediate in Pre-Engineering (F.sc)

Fauji Foundation School System 2014-2016
Board of Intermediate and Secondary Education, Islamabad
Matric (Sciences)

CERTIFICATE

Training and certification in SAP SuccessFactors from DTS Lahore

CONFERENCES & WORKSHOPS

- *As Idea Presenter at “**Hult Prize**”*
- *Attended Workshop on “**Freelancing**” by Hisham Sarwar.*
- *Attended “**Motivational Training**” Workshop by Mehtab Hameed.*
- *Part of the “**Student Council**” for almost 1.5 year at fazaia bilquis Education College for women, PAF Nur Khan Base.*
- *Part of the “**Alumni Meetup**” Dec, 2022 at fazaia bilquis Education College for women, PAF Nur Khan Base.*