

MAHNOOR PERVEZ

CONTACT

- ☎ 0336-5113437
- ✉ mahnoorpervez715@gmail.com
- 📍 Rawalpindi, Pakistan

SKILLS

- Attention to detail
- Teamwork
- Microsoft office
- Time Collaboration
- Leadership
- Effective Communication
- Critical Thinking
- Administrative Assistance

LANGUAGES

- English
- Urdu

PROFILE

Recent Human Resource Management graduate with a strong academic foundation and a passion for people management and organizational development. Seeking an opportunity in HR to apply my knowledge of recruitment, employee engagement, and HR processes. Eager to contribute to a dynamic team while enhancing my skills in talent acquisition, performance management, and fostering a positive work environment.

EDUCATION

2023 - 2024

NATIONAL UNIVERSITY OF MODERN LANGUAGES

- Master of Business Administration (3.85 CGPA)

2018 - 2022

NATIONAL UNIVERSITY OF MODERN LANGUAGES

- Bachelor of Accounting & Finance (3.77 CGPA)

CERTIFICATIONS

- Human Resource Capital Management by Great Learning Academy.
- Selected as Student brand Ambassador under the "Virtual Internship program by State bank of Pakistan.
- Certificate of QuickBooks by DigiSkills training program.
- Certificate of Freelancing by DigiSkills training program.