

ANAMTA RAZA NOON

0314 5985155 ♦ Rawalpindi, Pakistan

anamtarazaa@gmail.com <https://rb.gy/92uu3k> (Upwork Profile)

OBJECTIVE

I am a BBA student with a strong interest in **Human Resources**, passionate about fostering positive workplace environments, developing effective HR strategies, and pursuing career interests in Human Resources Management, Employee Relations, Talent Acquisition and Retention, and Organizational Development.

EDUCATION

Bachelor of Business Administration (3.6 CGPA) , Fatima Jinnah Women University	Expected 2024
Intermediate in Pre Medical (80%) , Islamabad Model College I-10/4 Islamabad.	2018 – 2020
Matriculation in Science (89%) , F.G Sir Syed Girls Secondary School, The Mall.	2014 – 2018

EXPERIENCE

Intern M.A Traders	Aug 07- Sep 8, 2023 Rawalpindi, Pakistan
------------------------------	---

- Participated in HR Projects
- Forwarded incoming voice calls
- Maintained financial records

Volunteer Helping Hand for Relief and Development	April 25 - April 27, Islamabad, Pakistan
---	---

- Disseminated need of Education and Awareness
- Prepared food baskets for the deserving.
- Collected and donated funds

SKILLS

- **MS Word:** Advanced in document creation and formatting for clear business communication.
- **MS Excel:** Proficient in data analysis and visualization using formulas and pivot tables.
- **MS PowerPoint:** Skilled in creating impactful presentations with dynamic visuals.
- **Soft Skills** Communication Skills, Problem Solving, Time Management, Adaptability

PROJECTS

- Prepared a comprehensive report on Nestle Pakistan HR functions.
- Introduced a product in Entrepreneurship Course.
- Prepared a Report on Macroeconomic Implications of Great Depression 1930.

EXTRA-CURRICULAR ACTIVITIES

- Actively write scripts and blog posts as a freelancer for my clients.
 - Completed Training and Learning online course on behalf of University of Leeds and Coursera.
 - Completed Training and Development course in collaboration of HRCI and Coursera.
 - Attended a 30 days virtual research bootcamp.
-