

SYEDA HAMNA RAZA KAZMI

✉ hamnakazmi31@gmail.com 📞 03039762469 📍 korang town, 45720 Islamabad

Education

BSc. hons Agriculture (Major Food Sciences and Technology) Oct 2018 - Jul 2022
PMAS ARID AGRICULTURE UNIVERSITY, RAWALPINDI

FSC (Pre medical) 2016 - 2018
RAEES UL AHRAR COLLEGE, RAWALPINDI

Matric 2014 - 2016
GREEN HOOD PUBLIC SCHOOL, RAWALPINDI

Employment

Lecturer Aug 2023 - Present
National College Pakistan Town Campus, Islamabad
Subjects: Biology, Psychology, Civics and Education

- Lecturer with a passion for teaching and inspiring students.
- Experienced in developing and delivering lectures and creating curriculum materials.

Monitoring Officer Jul 2023 - Present
Open Testing Services, Islamabad

- Conducting project based Monitoring visits to project sites in Rawalpindi and Islamabad.
- Ensuring that project activities align with the stated objectives and that targets and deliverables are met.
- Preparing and submitting detailed reports on Monitoring findings, highlighting achievements, challenges, and recommendations.

Mediator and Communication Officer Mar 2023 - Jun 2023
SAAROSH Bureau of Arbitration, Islamabad

- Facilitating discussions between parties in order to negotiate a resolution to a dispute.
- Clarify issues, concerns, needs and interest of the parties involved.
- Interacting effectively with clients and team members daily.

Teacher Aug 2022 - Feb 2023
ASPIRE GRAMMAR SCHOOL, PWD CAMPUS, Islamabad

- Built relationships with students and ensured all students felt attended to with personalized feedback, class discussions and encouragement.
- Designed and implemented performance improvement plans for underperforming students in consultation with parents and staff.

Syeda Hamna

Gender
female

Nationality
Pakistani

Skills

Management

Leadership

Communication

Languages

Urdu

English

Internships

Food Safety Trainee Officer

May 2022 - Jul 2022

PUNJAB FOOD AUTHORITY, Rawalpindi

- Inspected the quality and safety standard of food production in the supply chain.
- Managed complaints and investigations regarding health and food safety.

Food Safety Trainee Officer

Jun 2021 - Sep 2021

Pearl Continental Hotel, Rawalpindi

- Assessed environments where food is cooked and stored.
- Maintained pest control procedures to ensure food isn't contaminated.
- Enforced allergen and packaging laws in the supply chain.

Certificates

Certificate of Appreciation by Hult Prize

Jul 2020

On Campus Program

- Awarded by appreciation certificate (signed by Bill Clinton) on participating in Hult Prize On Campus Program organized by Hult International Business.
- Presented food business idea to deal with poverty in front of worldwide top entrepreneur via zoom meeting.

References

References available upon request.