

# SUMAIRA NAZ

BBA-HRM

## Objective

A dynamic Human Resource Executive with expertise in various HR functions, including recruitment, onboarding, and policy implementation. A well-versed communicator with strong attention to detail, dedicated to supporting employees and upholding a robust work ethic within the organization.

## CONTACTS



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V.P.O Sukhwal, Tehsil:  
Fateh Jang District: Attock

## EDUCATION

- ◆ **Bachelor of Business Administration (BBA-HRM)**  
COMSATS University Islamabad, Attock Campus  
2017-2021 (CGPA-2.86)
- ◆ **FSc Pre Medical**  
Dr Rashad Degree College Khaur Pindigheb Attock.  
2014-2016
- ◆ **Matriculation**  
Askari Public School Ahmedal Pindigheb Attock.

## ACHIEVEMENTS

- ❖ Awarded for exceptional creativity, dedication, and excellence in the creation of an outstanding university promotional documentary
- ❖ Awarded for exemplary organization, leadership, and dedication in coordinating a successful university event.

## INTERNSHIP

Three  
month

**Department of Student Affairs**  
at COMSATS University

During my internship at the Student Affairs Office, I have learned many important points. These learnings have helped me develop a comprehensive understanding of student services and operations within a higher education environment. The key learning points are mentioned below:

### Key Learning Points

- ❖ Understanding Student Services:
- ❖ Management Skills:
- ❖ Event Planning and Coordination:
- ❖ Communication and Interpersonal Skills:
- ❖ Student Involvement and Access:
- ❖ Problem Solving and Critical Thinking:
- ❖ Team Collaboration:
- ❖ Project Management:
- ❖ Professional Development:

## WORK EXPERIENCE

2023  
2024

**PA to Director Campus**  
(Additional Responsibility)  
Air University A & AC Kamra

### • Key Responsibilities:

- ✓ Manage the Director's calendar, schedule appointments, and coordinate meetings.
- ✓ Handle incoming calls, emails, and other communications on behalf of the Director.

- ✓ Organize and maintain files, records, and documentation.
- ✓ Take meeting minutes, follow up on action items, and ensure timely completion.
- ✓ Prepare and submit expense reports and ensure timely reimbursement.
- ✓ Monitor and order office supplies, ensuring the Director's office is well-stocked and organized.
- ✓ Handle confidential information with discretion and maintain the security of sensitive documents.

2021  
2024

### Data Entry Operator

Air University Aerospace & Aviation  
Campus Kamra

### Key Responsibilities

- ◆ Accurately enter and update data into the database systems and spreadsheets.
- ◆ Verify and correct data where necessary, ensuring data integrity and accuracy.
- ◆ Compile, sort, and verify the accuracy of data before it is entered.
- ◆ Regularly review and update existing data to ensure it is current and accurate.
- ◆ Identify and correct data entry errors using appropriate quality control methods.
- ◆ Perform regular backups to ensure data preservation.
- ◆ Maintain detailed and organized records of data entries.
- ◆ Generate reports, store completed work in designated locations, and perform backup operations.
- ◆ Prepare and distribute necessary documentation and reports as required.
- ◆ Communicate effectively with team members and supervisors to clarify data-related issues.
- ◆ Respond promptly to data-related inquiries and provide support as needed.
- ◆ Adhere to data protection policies and maintain the confidentiality of sensitive information.
- ◆ Follow the university policies and procedures to ensure compliance with data entry standards.

## SKILLS

- ❖ Recruitment and Talent Acquisition
- ❖ Onboarding and Orientation
- ❖ HR Policy Implementation
- ❖ Employee Relations
- ❖ Communication and Interpersonal Skills
- ❖ Attention to Detail
- ❖ Time Management
- ❖ Microsoft Office
- ❖ Email Management
- ❖ Calendar Management
- ❖ Database Management
- ❖ Financial Management
- ❖ Discretion and Confidentiality

## CERTIFICATION

- ❖ Fundamental of Project Planning and Management
- ❖ International Leadership and Organizational Behavior

## HOBBIES

- Playing Badminton
- Travelling