

SAWERA AHMED

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Rawalpindi/Islamabad

SUMMARY

Enthusiastic Human Resource Intern eager to apply skills and education to a growth oriented position. Motivated graduate looking to launch a career in organizational psychology. I am passionate to create a positive workplace culture and supporting employee wellbeing.

STRENGTHS AND EXPERTISE

Recruitment	Sourcing & Screening Candidates	Communication &
Headhunting	Interview Scheduling & Coordination	Interpersonal Skills
Conflict Management	Evaluation	Empathy
Proficient in Google sheets & SPSS		

PROFESSIONAL EXPERIENCE

Human Resource Intern **January 2025- Present**
GoAccelovate

Assisted in recruiting by conducted headhunting efforts to identify top talent for various job openings. Performed initial screenings of candidate applications , reviewing resumes and cover letters to assess qualifications.

Scheduled and conducted initial interviews with candidates and shared technical assessments.

Crafted and sent professional emails to candidates including interview invitations , technical assessment instructions and follow up correspondence

Clinical Psychologist **February 2024-March 2024**
Fauji Foundation Hospital , Rawalpindi

Conducted psychological assessments and assisted in diagnosing mental health conditions.

Provided counseling support under supervision, helping clients with anxiety, depression, and stress management.

Assisted in developing treatment plans and therapeutic interventions.

Conducted research on psychological disorders and evidence-based treatment approaches.

Maintained patient records and ensured confidentiality according to ethical guidelines.

Collaborated with senior psychologists in case discussions and therapy sessions.

EDUCATION

BS Psychology **September 2020-January 2025**
Riphah International University , Gulberg Green Islamabad