

Shumaila Saeed Rana

<https://www.linkedin.com/in/shumaila-saeed-rana>

Shumailasaeed205@gmail.com

+923205099520

I have done BBA major in HR (2025 Feb) from FUUAST University. Now I am currently doing HR Officer job at Excel Lab. I have a Internship Certificate from Ignite National Technology Funds and Mobilink Microfinance Bank Limited. I am skilled in multitasking and have good knowledge of Ms Word, Ms Excel, Power Point, HRMS.

EDUCATION

FEDERAL URDU UNIVERSITY OF ARTS, SCIENCE & TECHNOLOGY.

Bachelor in Business Administration

Islamabad, Pakistan

2021 – 2025

ALLAMA IQBAL OPEN UNIVERSITY

Bachelor in Commerce

Islamabad, Pakistan

2021 – 2024

EXPERIENCE

EXCEL LABS PRIVATE LIMITED (HR OFFICER)

Islamabad, Pakistan

May 2025 - Present

- Handled general HR inquiries, providing timely and accurate information to employees.
- Assisted in coordinating HR-related events and training sessions.
- Prepare Offer/Contract letters for selected candidates.
- Create HRMS accounts for new employees and perform daily audits and updates of employees personal files.
- Recruitment and selection.

IGNITE NATIONAL TECHNOLOGY FUNDS (HR INTERN)

Islamabad, Pakistan

April 2025 – May 2025

- Contacting selected candidates for interviews.
- Data entry and Record keeping / Provide support and guidance to employees on HR related matters.
- Maintaining employees' files and documentation / Manage employee medical insurance processes.

MOBILINK MICROFINANCE BANK LIMITED (INTERN)

Islamabad, Pakistan

Feb 2025 – April 2025

- Verified customer identity and supporting documents in compliance with regulatory requirements.
- Assisted in processing and opening new customer accounts, ensuring all documentation was accurate and complete.

PAKISTAN POST OFFICE (INTERN)

Islamabad, Pakistan

Feb 2020 – March 2020

- Assisted customers with postal inquiries and resolved complaints.
- Managed parcels, issued receipts, and processed cash transactions.

CERTIFICATES

NATIONAL FINANCIAL LITERACY PROGRAM FOR YOUTH | STATE BANK OF PAKISTAN

- Promoted Pompak – Learn to Earn through strategic social media campaigns.
- Collaborated with student clubs to enhance program outreach and engagement.
-

HUMAN RESOURCE MANAGEMENT COURSE | GREAT E-LEARNING ACADEMY

- Successfully completed an in-depth course on Human Resource Management.
- Gained valuable knowledge and skills in HR practices and strategies.
-

SKILLS SUMMARY

- Strong organizational and time management skills.
- Excellent communication and interpersonal abilities.
- Ability to work both independently and collaboratively.