

Sidra Hamid

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🏠 Rawalpindi Pakistan

SKILLS

1. Skill in conducting interviews and assessments.
2. Conflict resolution and negotiation skills.
3. Ensuring compliance with company policies and legal requirements.
4. Ability to work collaboratively in a fast-paced academic environment.
5. Conference & Event Management.
6. Excellent communication skills (verbal & written).
7. Excellent presentation-making skills (PowerPoint, Canva, etc.)
8. Ability to assist in planning and managing academic activities and documents.
9. Ability to write Web-site Content, Business plan, proposals, Research paper, theory paper.
10. Ability to manage multiple tasks simultaneously.
11. Proficient in MS office (Word, Excel, PowerPoint)
12. Excellent management skills & self-motivated.

About Myself

To work in an environment that will allow me to occupy a position in a work place where I can apply my skills to enhance them and hopefully develop new ones. I want to gain practical experience that will make me passionate, competent, and more tolerant.

Detail-oriented and results-driven professional with over **6 years** in **academia** and **03 years** of **expertise** in **HR** and **Content writing** across diverse industries. My career has been shaped by a passion for communication, people development, and strategic thinking, enabling me to contribute meaningfully in both academic and corporate environments. Demonstrated ability to lead, excellent English and Urdu communication skills and a history of producing excellent results.

EDUCATION

MS (Master of Management Sciences) (2019)
(IIUI) 4.00 CGPA

MBA (Master of Business Administration) (2017)
(IIUI) 3.95 CGPA

BBA.HONS (Bachelor of Business Administration) (2014)
(UAAR) 3.36 CGPA

Training & Certificates

1. Certificate of Participation in International Applied Business Research Conference.
2. Certificate of Seminar Organizer of Business Communication at UAAR.
3. Certificate of 1st position in the subject of Physical Education.

Overall Experience (09-Y)

Teaching Exp (06-Y)

- ✓ Work at **Askari Bank Ltd** as HR Internee in the Human Resource Department for two months. **(2M)**
- ✓ Work at **International Islamic University Islamabad** as Visiting Lecturer in the FMS Department. **(1Y)**
- ❖ Course Details : **(Creative Thinking & Reasoning, Introduction to Philosophy)**
- ✓ Currently working at **Al-Ghadeer Constructions Pvt Ltd** as HR Analyst/Manager HR in the HR department. **(03Y)**
- ✓ Currently working at **NCUK Riphah International University Islamabad** as Visiting Lecturer
- ✓ Course Details : **(Business Studies, Organization Behavior, Marketing, Management)**

ATTITUDE

- ✓ Willing to accept responsibility
- ✓ Willing to Relocate
- ✓ Creativity
- ✓ Attention to detail

LANGUAGES

- ✓ ENGLISH
- ✓ URDU
- ✓ Punjabi