

Fatima Bibi

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PROFILE OVERVIEW

Highly motivated and adaptable individual with a strong academic background and desire to learn and grow in a professional environment. Equipped with excellent communication skills, a proactive attitude, and a genuine interest in human resource operations. Eager to contribute to a professional HR team and grow within the field

EDUCATION

Bachelors in Behavioral Sciences, Fatima Jinnah Women University (2021-2025)

Intermediate in Pre engineering, Punjab Group of Colleges (2019-2021)

Matric in Science, Rawalpindi Grammar School (2017-2019)

WORKING EXPERIENCE

Internship at Punjab Police, Police Lines Rawalpindi (2025)

Internship at Fauji Foundation Hospital in Psychiatry Department (2024)

VOLUNTEER WORK

Community Work at Pakistan Institute of Medical Sciences (2024)

WORKSHOPS

Film Making for Social Change with Jawad Sharif (2022)

Civic Education with E-hands (2022)

CERTIFICATIONS

HR Management Fundamentals: Recruitment to Development (By Coursera Instructor Network, 2025)

Introduction to Events Management (By Coursera Instructor Network, 2025)

The World of Classroom Assessment and Testing (By Higher Education Commission, Pakistan, 2025)

Orchestrating Whole Classroom Discussion (By University of Pennsylvania, 2025)

AI for everyone (By Deep Learning AI, 2023)

Work smarter with Microsoft Excel (By Microsoft, 2023)

SPECIALIZATIONS

International Marketing & Cross Industrial Growth Specialization (By Younsei University, 2025)

Google Data Analytics Course (By Google, 2023)

SKILLS

Technical: MS Office (Word, Excel, PowerPoint), SPSS, Slack, Zoom, Google Workspace.

Soft Skills: Teamwork, adaptability, time management, problem-solving and teamwork

Fluent in English (spoken and written); professional communication via email

Basic knowledge of HR processes, data entry, and documentation.
