

**MAHAM
SHAHZAD**

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👤 Female

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📅 25th December, 1997

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Phase 8, Rawalpindi



Summary

A motivated and organized individual with a MBA in Human Resource Management and a background in Psychology having diverse experience across HR, Marketing & Coordination, Counseling, Education, and Content Writing. Proven ability to enhance communication, employee engagement, and organizational success. Skilled in time management, interpersonal relations, and adaptable across dynamic work environments.



Education

IQRA UNIVERSITY ISLAMABAD
MBA-HR

Sept 2022 - Feb 2025

COMSATS UNIVERSITY ISLAMABAD
BS Psychology

Sept 2016 - Oct 2020



Work experience

TEACHING ASSISTANT
Iqra University Islamabad Campus

Feb, 2024 - July, 2024

- Assisted with grading assignments, tracking attendance and academic progress, and organizing student work.
- Provided individualized support for students

HR EXECUTIVE-INTERNAL RELATIONS
EOTO Foundation

March, 2024 - Sep, 2024

- Connected digitally with team. Managed and improved relationships between employees and the organization.
- Facilitated effective communication between management and employees. Developed strategies to enhance employee morale and motivation.
- Mediated disputes and conflicts that arose among employees or between employees and management.

MARKETING AND COORDINATION ASSISTANT
Altitude

Oct, 2023 - Nov, 2023

- Assisted in formulation and execution of social media marketing plan.
- Coordinated with potential instructors and stakeholders.
- Oversaw customer communication and managed client reviews.
- Ensured a well planned curriculum, developed detailed itineraries, maintained and managed records, regularly updated the task sheet, ensured all tasks are completed with efficiency and punctuality.
- Fostered a culture of team work and collaboration with the company

STUDENT COUNSELOR
Eden Consultants

March, 2023 - April, 2023

- Managed leads and followed up with them on daily basis.
- Listened and answered their queries regarding the process of studying abroad, the visa process, the universities' admission criteria, and the financial requirements.
- Assisted and guided them about choosing the particular degree by assessing their previous

qualification.

- Managed the data and updated the sheets accordingly.
- Build credibility for the company.
- Established and build business relationships with new and existing clients

SALES EXECUTIVE

Dec, 2022 - Jan 2023

Estate Land Marketing

- Identified potential clients through networking, cold calling, and referrals.
- Stayed updated on real estate market trends, prices, and competition.
- Analyzed market conditions and competitors to identify opportunities for growth.
- Build and maintained strong relationships with clients to ensure repeat business and referrals.
- Exceeded sales targets set by management.
- Prepared sales reports and tracked progress towards goals.
- Collaborated with other sales team members and real estate agents to support collective goals.
- Attended meetings, training sessions, and workshops as required.

CONTENT WRITER

Nov, 2021 - Jan, 2022

Digital Marketing Agency

- Generated material for several websites with various domains, such as the Furniture Outlet, Textiles, Aluminium and Glass Sites, and Medicinal Websites.
- Conducted market research.
- Provided timely information and work output to supervisors and team members.
- Revised the written output to meet the needs of clients, directors, or publishers.
- Provided the finest possible content, by applying strong writing, editing, and proofreading skills to each project.
- Completed time-sensitive writing assignments and routinely fulfilled deadlines with short notice

SCIENCE TEACHER

Sept, 2019 - Dec, 2019

The Classic Academy

- Developed and updated curriculum and instructional materials for science subjects.
- Designed engaging and interactive lessons that promote critical thinking, inquiry-based learning, and hands-on activities.
- Maintained a well-organized and conducive learning environment.
- Implemented effective classroom management strategies to ensure a productive and respectful atmosphere.
- Provided clear explanations and demonstrations of scientific concepts and principles.
- Encouraged student participation and facilitated discussions to deepen understanding.
- Provided constructive feedback to students on their progress and academic performance.

PSYCHOLOGY INTERN

July, 2019 - August, 2019

Saaya Association for People with Disability

- The work experience involved:
- Writing reports regarding the organization's operations, handling events with the team's head,
- Conducting psychological interviews with people with disabilities and keeping a record of the interviews that were conducted, and
- Helping the head in keeping track of the case files.



Languages

Urdu, English, Punjabi



Skills

Writing Skills	Expressive, Fiction and Content Writing
Analytical Skills	Creativity, Critical thinking, Strong Research Skills
Time Management Skills	Prioritizing, Planning, Organizing, Delegating
Excellent Communication and Speaking Skills	Clarity, Active Listening, Empathy, Feedback, Adaptability, Respect, Confidence



Good Interpersonal Skills

Leadership, Team Work, Problem Solving, Trustworthiness, Conflict Resolution

Technical Skills

Knowledge about HRIS (A beginner level proficiency in Floweyteams, Runn and Muchskills Software), Proficient in SPSS and Microsoft Office (Word, PowerPoint, Excel)

Honors & Awards

Certificate and Awards for Best Academic Performance

Certificate of Participation in 23rd International Research Conference at SZABIST University Islamabad Campus

Certificate of Participation in Career Development & Mentoring Program for Girls and Women focused on Content Writing and Blogging

Certificate for Best Attendance and Punctuality

Certificate in Seminar Management