

MADIHA IMDAD

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PROFILE

BBA graduate specialized in Finance and HRM, currently an HR Intern at Digital Empowerment Network. Skilled in recruitment, HR processes, and financial analysis. Proficient in MS Excel, with ongoing training in QuickBooks and Advanced Excel. Entrepreneurial experience managing a small business and academic projects.

WORK EXPERIENCE

HR INTERN

HA Technologies

Aug 2025 - Present

- Acquired basic understanding of ERP systems and their application in HR operations
- Maintained and managed employee attendance records
- Participated in resume screening, shortlisting candidates, scheduling interviews, and providing assistance during the interview process
- Handled various HR documentation and filing tasks, ensuring proper organization and confidentiality

HR INTERN

Digital Empowerment Network

July 15, 2025 - August 31, 2025

- Supporting recruitment tasks: sourcing, screening, and scheduling interviews.
 - Learning and applying Google Workspace tools (Docs, Forms, Sheets)
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PROJECT

Concepts Virtual College

- Developed a complete business plan for an e-learning platform in Pakistan.
 - Included marketing plan, operational structure, and financial projections
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EDUCATION

Foundation University School of Science And Technology

2021-2025

Bachelors in Business Administration

CGPA: 3.3

CERTIFICATIONS

- Project Management Principles and Practices – Coursera (2024)
- QuickBooks (In Progress)

SKILLS

- HR
- Financial Analysis
- Adaptability and Team Collaboration
- Microsoft Office Suite
- Time Management and Multitasking
- Critical Thinking