

Noor Fatima Nawaz

Student of Business Administration



Contact

noorfatimah7866@gmail.com

+92 3405937037

VPO Soghadatt, Tehsil Gujarkhan &
District Rawalpindi.



Education

- Rawalpindi Women University
Bachelor of Business Administration

Current CGPA: 3.37

Specialization: Human Resource Management
(HRM)

- University of Punjab
Associate Degree Program

Oct 2019– March 2021
2nd Div.



Skills

- Management Skills
- Project Management
- Problem Solving
- Critical Thinking



Achievements

May 2024 | Student Organizer
**RWU IST PAKISTAN INTER
UNIVERSITY IDEA FEST COMPETITION**



Courses

July 2022 – Oct 2022

Graphic Designing | Digi Skills
Freelancing | Digi Skills

Sep 2024 – Nov 2024

UI/UX Designing | Ehunar-program

Profile

"Dedicated business graduate with a passion for HR, seeking opportunities to apply knowledge and skills in talent development, employee engagement, and organizational growth. Eager to learn from experienced professionals and contribute to a dynamic team."

Work Experience

16 June – 15 July, 2025

**National Assembly of Pakistan, Secretariat,
Project management unit (PMU),
Islamabad, Pakistan.**

INTERNSHIP | HRM & Committee Wing

23 June – 27 June, 2025

INTERNSHIP | ORIENTATION SESSION
**Pakistan Institute of Parliamentary Services ,
Sector F-5/2, Islamabad , Pakistan.**

Jul 2023 – Sep 2023

**Pakistan Telecommunication Limited,
Sector F-5/1, Islamabad, Pakistan.**

INTERNSHIP | HRM Department

- Maintaining & Updating employee records.
- Providing general administrative support to the HR team etc.
- Supporting payroll processing and benefits administration.

Skills

- Canva
- NVivo Software
- SPSS Software
- MS Office Proficiency

Languages

English & Urdu Language Proficiency.

Reference

Referenece will be provided upon demand.