



SHAJAR NAWAZ

Allahabad Westridge 3 Rawalpindi

sn126986@gmail.com

03213579189

DOB 08-july-2003

in link:

<https://www.linkedin.com/in/shajar-nawaz-125334242>

Experience

Riphah International University, Al mezan Campus

1-07-2024 - 15-08-2024

Intern – HR, Management & Admissions

Completed my 6 weeks , departmental internship in HR and Management at Riphah International University, where I assisted in recruitment support, employee record management, and departmental coordination. In addition, I worked in the Admission Office, which provided me exposure to admission processes, student guidance, and marketing-related activities.

Education

Riphah International University, Islamabad

BBA ,Specialization in Human Resource Management

2021-2025 — **CGPA: 4 / 4**

Govt Commerce Colge, Rawalpindi

Intermediate (I.Com)

2019-2021 — **966/1100**

Senior Sir Syed School, Rawalpindi

Matric -BioScience

2019 — **881/1100**

Skills

- MS Office Suite (Word – reports, Excel – data analysis, PowerPoint – presentations)
- Problem-Solving & Decision Making
- Adaptability & Time Management
- Digital Marketing Basics
- Presentation & Public Speaking
- Leadership and Time Management
- LinkedIn and Social Media tools (for digital Marketing and branding).
- HR Documentation – Record-keeping, employee files, contracts, leaves.
- HR Communication – Writing emails, notices, memos, and official HR letters.

Achievements & Awards

Gold Medalist (BBA – Human Resource Specialization), Riphah International University – 2025

Awarded Talent Scholarship, Riphah International University

Additional Information

Coursera Certifications:

-High-Impact Business Writing

-HR Analytics

-Marketing Fundamentals

-Inventory Management

-Manage Teams