

LAIBA ISRAR

Business & Management Graduate | Detail-Oriented | Seeking Entry-Level Opportunities in HR, Recruitment, Sales & Operations and Marketing

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I-10/1, Islamabad

About Me

Business & Management graduate with an MPhil in Management Science, seeking entry-level opportunities in HR, Recruitment, Sales, or Operations. Detail-oriented, eager to learn, and ready to contribute with strong organizational and communication skills.

Research Publication

EXPLORING THE ROLE OF HRIS IN EMPLOYEE ADVOCACY MARKETING - A PAKISTANI PERSPECTIVE

Vol. 3 No. 1 (2025): [Qualitative Research Review Letter \(QRRL\) Apr 2025](#)

LINK:
<https://qrrletter.com/index.php/Journal/article/view/54>

Skills

Communication Skill Record Keeping
Onboarding Support Conflict Resolution
Microsoft Office Suite Employee Records Management Attention to Detail Email Writing Etiquette Confidential Data Handling

Education

- Mphil-Management Science (HR & Marketing)** 2024 - 2026
Quaid e Azam University, Islamabad
Last Semester
- BBA - 4 Years (HR)** 2020 - 2024
International Islamic University, Islamabad
3.63 CGPA
- Intermediate - ICS** 2016 - 2018
IMCG I-8/3, Islamabad
B Grade
- Matriculation** 2014 - 2016
IMCG I-10/4, Islamabad
A Grade

Experience

Summer HR Internship
Oil and Gas Regulatory Authority (OGRA)
Aug-Sept, 2022



- Assisted HR team in managing employee records and payroll documentation, ensuring 100% accuracy.
- Handled employee queries, developing strong communication and customer service skills.
- Prepared HR reports and maintained confidential files in compliance with organizational policies.
- Gained practical experience in HR operations and administrative tasks

Language

- English
- Urdu

Course

- NAVTTC 3 Months course in "Digital Forensic and Cyber Security" from Quaid i Azam University, Islamabad 2025
- CHFI (Computer Hacking Forensic Investigator) by EC Council on 17th Feb, 2025

Amazon (E-Commerce) Specialist

July-Sept, 2023



Hyper Future E-Commerce (pvt) Ltd

- Managed Amazon seller accounts, handling daily product listings, price setting, keyword research, and image organization to maximize product visibility and sales.
- Utilized ERP system to update inventory, monitor performance, and generate reports, ensuring smooth e-commerce operations and account health.

Student Intern

June-Aug, 2025



Schlumberger (Slb), Islamabad

- Supported recruitment and onboarding processes, handling sensitive candidate data.
- Assisted in employee engagement initiatives, building teamwork and communication abilities.
- Maintained LDAP system data with accuracy and compliance.

Certification:

- Alibaba GDT Membership Training Program from IIUI, 2024
- NFLPY (National Financial Literacy Program for Youth) by State Bank of Pakistan
- Certificate of Participation in 1st Poster Competition by QAU Finance Society (QASF) 2025
- 3 Days NEST and SIPP Training by Schlumberger Slb Islamabad.
- Online Certification in Business Analysis & Process Management by Coursera.
- English Proficiency Certificate from International Islamic University, Islamabad (Sept. 2025)