

Ruqayya Rehmat

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📍 Sector G-8/1, Islamabad, Pakistan

Professional Summary

Dedicated and detail-oriented professional with a Master's degree in English Literature and strong interpersonal and organizational skills. Seeking a position as an HR Associate where I can apply my knowledge in documentation, employee coordination, and administrative support. Committed to fostering a positive work environment, maintaining accurate records, and ensuring smooth HR operations through efficiency, confidentiality, and teamwork.

Education

Master of Arts (M.A.) – English Literature

The Islamia University of Bahawalpur | 2018

Bachelor of Arts (B.A.) – English Linguistics

The Islamia University of Bahawalpur | 2015

Professional Training

Soft Skills Training Certificate

OEC & ICMPD | 2025

Key Skills

- HR Documentation & Record Management
- Recruitment & Onboarding Support
- Employee Coordination & Communication
- Microsoft Office (Word, Excel, PowerPoint)
- Report Writing & Data Entry
- Time Management & Confidentiality

- Strong Interpersonal & Communication Skills
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Technical Skills

- Microsoft Office Suite (Word, Excel, PowerPoint)
 - Typing Speed: 25 WPM
 - Email & Record Management Systems
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Languages

- English – Fluent
 - Urdu – Fluent
 - Saraiki – Fluent
 - Punjabi – Fluent
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Personal Attributes

- Honest, reliable, and organized
 - Detail-oriented with strong problem-solving ability
 - Dedicated to continuous learning and professional growth
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References

Available upon request