

MARIA HUMAYUN

- A recent graduate with a Bachelor's degree in Public Administration and Governance, equipped with a solid foundation in governmental processes, policy analysis, and public service principles. Passionate about contributing to the betterment of society through effective governance and policy implementation. Eager to embark on a career path where I can apply my academic knowledge and practical skills to address complex public sector challenges and drive positive change.

CONTACT:

Phone No: +923195296057

Email: mariahumayun15@gmail.com

Address: Kangra Colony Haripur Pakistan

PERSONAL INFORMATION:

Gender: Female

Date of Birth: 28-2-2002

Nationality: Pakistani

Marital status: Single

Religion: Islam

LANGUAGE:

English

Urdu

Hindko

HOBBIES:

- Reading
- Cooking
- Travelling

KEY SKILLS:

- Policy Analysis
- Critical thinking
- Time and resource management
- Recruitment process
- Decision making
- MS Word
- Research Skills
- Good communication skills
- Onboarding/offboarding process
- Verification process
- Data collection & analysis

WORK EXPERIENCE:

➤ Phone Banking office: Khushhali microfinance bank(6/2025-Present)

- Customer care service
- Collect data on yearly gold loan customers
- Outbound/inbound calls
- Kyc

➤ Microfinance Bank LTD (10/2024-3/2025)

I have completed my internship in HR department at U Microfinance Bank and work under different domains of HR. I have developed my various skills and knowledge:

- Documentations
- Onboarding/Off boarding process of new hiring and resign staff
- Verification process
- Recruitment process
- Check and calculate of expense and medical claims
- Processing of employee cards

➤ Tabeer Consulting Services (6/2023-8/2024):

Assisted in data collection and report writing for various consulting assignment.

Gained exposure to project management practice and client relationship management.

EDUCATION:

➤ THE UNIVERSITY OF HARIPUR 2024

- ✓ BS Public Administration & Governance
- CGPA (3.02/4)

➤ BISE ABBOTTABAD 2018

- ✓ FA

➤ BISE ABBOTTABAD 2016

- ✓ SSC