

MARYAM ZAFAR

CONTACT

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-  maryam.zafar99@yahoo.com
-  Wahab Colony, A Block, Jinnah Town, Jhelum Cantt.

CERTIFICATE

YOUTUBE CERTIFIED CREATIVE COURSE

10th July, 2023

Authorized by: Learning With Earning (LWE)

CREATIVE GRAPHIC DESIGNING

30th June, 2022

Authorized by: E-Rozgaar Training Program

COUNTRY LEVEL ECONOMICS: MACROECONOMIC VARIABLES AND MARKETS

25th Aug, 2019

Authorized by: Coursera: University of Illinois at Urbana-Champaign, United States

SKILLS

- Communication skills
- Team Work
- Problem-solving skills
- Organizational and time management skills

SOFTWARES

- SAP-HCM
- MS Office (Excel & Word)

PROFILE

I am highly motivated graduate seeking a challenging and suitable role in an organization that has the vision and potential for growth and development, where i fully utilize my skills, while maintaining a high standard of performance.

WORK EXPERIENCE

HR INTERN

Ba-Ikhtiyar Naujawan Internship Program

Organization: Human Development Foundation (HDF)

21 Aug 2023 - 19 Jan 2024

- Facilitate the HR team in arranging interviews and managing candidate databases.
- Manage and collect employee information, overseeing employee files to ensure all documents are in place, input data into SAP, and maintain accurate records.
- Aid in the onboarding of new hires by creating orientation plans that introduce them to fellow employees and the organization's policies and regulations.

INVIGILATOR

Organization: IELTS-Pakistan

Sep 2023 - Dec 2023

- Developed and implemented seating plans for sessions.
- Organized and prepared materials for exams.
- Managed the registration desk, including collecting forbidden items and verifying roll numbers.
- Addressed and resolved candidate inquiries efficiently.
- Escorted candidates to their designated seats.
- Conducted exams and distributes question booklets and answer sheets.

MARYAM ZAFAR

LANGUAGES

- English
- Urdu
- Punjabi

REFERENCE

- **Mugheera Rasheed**
Assistant Manager HR
Human Development
Foundation (HDF)

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 mugheera.rasheed@hdfpk.com

EDUCATION

Pakistan Institute of Development Economics (PIDE)

2019-2021

MSc Development Studies

University of Gujrat

2017-2019

Bachelor of Science

BISE Gujranwala

2015-2017

FSc Pre-Engineering

BISE Gujranwala

2013-2015

Matriculation (Science)