

Umme Hijab



Contact

Adyala road, Rawalpindi

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Work Experience

Currently

Operations Coordinator

FAWZ Polymers Intercome Shaigan Pharmaceuticals

Dec 2024-April 2025

Managment Training Officer (MTO) Human Resource
HR

Shaigan Pharmaceutical

2024

Teaching

Silver Oaks School

Intership at Punjab Police (FOP)

3 months experience in HR recruitment

2023

Internship at Pakistan Red Crescent Society

Community Work at Wapda Hospital

2020

Teaching kindergarten students

Certification/Short Courses

Coursera course:

- Managing ADHD, Autism, learning disabilities and Concussion in School
- Schizophrenia

Educational Background

Bachelor's in Behavioural Sciences

Fatima Jinnah Women University

2020 - 2024

Intermediate

Punjab Group Of Colleges

2017 - 2019: Pre- Medical

Matriculation

Fauji Foundation Model School

2016: Science Group

Skills

- Team Collaboration
- Adaptability
- Time Management
- Responsible
- Problem solving
- Observant
- Technical skills

Languages

- Urdu
- English