

Shahid Anwar

HR Executive |



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Navel Anchorage Islamabad

Summary

To Utilize and Enhance My Capability of Knowledge Management & Decision-Making Skills in My Professional life in a viable Manner for Benefits of The Organization That Encourage Creativity And innovation in the Job Process

Education

University OF Punjab 2021 - 2025

BBA (Human Recourse Management) 3.06/4 GPA

Muslim Youth University ISB

MS Management Sciences Continued

2025 - Present

Experience

Savour Food Internship

HR executive Six-Week

HR Executive Avorcms Services 2025 present

Administration 2025-Present

Coordinator of BASR department at MYU

Organize BASR meetings and prepare official minutes of meetings.

Maintain and update academic records and files of MPhil and PhD students.

Prepare and manage departmental documents and correspondence

Perform data management and record keeping using MS Word and Excel

Skills

- Leadership
- MS office (Excel, Word, Outlook)
- Management Skills
- Multi-tasking
- Documentation and Accounts
- Artificial Intelligence

Certification

- DIT (Diploma in Information Technology)
- Computer Operator Certificate
- English Language Certificate
- Data Analytics & Business Intelligence

Language

- English
- Urdu
- Pushto