

ASMA RIZWAN

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About Me

Graduate with a degree in BBA,possessing strong interpersonal,communication,and organizational skills.I aim to secure a position in a reputable organization where I can develop my knowledge,enhance my professional skills and contribute meaningfully to the company growth.

Education

COMSATS University Islamabad Wah MS-Management Sciences 3.84/4.00	2025-Present
COMSATS University Islamabad Wah BBA HR 3.26/4.00	2021-2025
Wah College of Accountancy Intermediate FCS Grade: A	2019-2021
Sir Syed High School Campus 4 Matriculation Computer Science Grade: A	2017-2019

Experience & Projects

Teacher | Nova City School| New City phase 2 | Sep,2025-Present

- Planned & delivered age-appropriate Montessori activities.
- Create a safe,caring & child-friendly classroom environment.
- Helped children develop basic skills(reading,writing,counting and motor skills).

Internship | 6- weeks | Jun, 2024 - Aug, 2024

Sui Northern Gas Pipelines Limited | SNGPL | Wah Transmission

- Assisted in Screening resumes,coordinate interviews, and managing candidate communications.
- Supported onboarding activities,including orientation sessions and documentation.
- Helped organize team-building events and employee engagement programs.
- Maintained accurate HR records and managed employee databases.

Compensation Management Analysis | SNGPL | Project | 4 Months

Feb,2025 - May,2025

Analyzed pay structures and benefits; created salary reports using MS Word & Excel.

Human Resource Development Strategies | SNGPL | Project | 4 Months

Feb,2025 - May, 2025

Evaluated training needs and employee growth plans; prepared reports and slides using PowerPoint.

Employee Relations Management Practices | SNGPL | Project | 4 Months

Sep, 2024 - Dec,2024

Explored employee engagement and conflict resolution methods; built HR analysis reports

Award & Certificates

HEC Scholarship Award
SNGPL Internship Certificate
Typing.com Certificate

Google Digital Garage Certificate
Effective Leadership Certificate

Skills & Languages

Skills: Recruitment Support, On-boarding, Attendance Tracking, Employee Records, Client Handling, Documentation,Administration, Market Research, Competitive Analysis,Sales Support, Project Coordination & Reporting,Attention to detail & Numerical Accuracy.

Software: MS Office (Excel, Word, Outlook, PowerPoint), Google Workspace, HR Portals,Apollo, Exa, Zoho Extension, Microsoft Team, Zoom Meeting.

Soft Skills: Communication, Time Management, Confidentiality, Professionalism, Organization, Problem Solving,Analytic and Strategic Thinking,

Other Skills: Report Writing, Presentation, Team Leadership & Collaboration, Conflict Handling

Language: English (Fluent), Urdu (Native), Chinese (Basic)