

BUSHRA WAHEED

MBA Graduate | HR & Administration Professional

☎ +92 330 9770533 | ✉ Bushraw130@gmail.com

✦ PROFILE

Results-driven MBA graduate with experience in HR, administration, and finance. Experienced in recruitment, employee coordination, payroll support, and organizational operations. Strong communication, leadership, and teamwork abilities.

🎓 EDUCATION

- **National University of Modern Languages (NUML) — MBA (2015–2018)**
CGPA: 3.78 | Academic Excellence Incentives
- **University of Punjab — B.COM (2012–2014)**
First Division | 100% Scholarship
- **Punjab College of Information Technology — I.COM (2010–2012)**
A-1 Grade | 100% Scholarship

📁 EXPERIENCE

- **Property Rating Pvt. Limited | HR Officer (2020–2022)**
Managed recruitment, interviews, hiring, employee records and benefits coordination.
- **Mobilink Microfinance Bank | Finance Assistant (2019)**
Supported payroll processing, financial records, income and expense management.
- **Golden Towers Pvt. Ltd. | Assistant Accountant (2014)**
Assisted payroll and accounting operations.

✦ SKILLS

- | | | |
|----------------------|---------------|--------------------------|
| ✓ HR Management | ✓ Recruitment | ✓ Payroll Administration |
| ✓ Communication | ✓ Leadership | ✓ Conflict Resolution |
| ✓ Team Collaboration | | ✓ Computer Skills |

🔑 REFERENCES

Available upon request.