



Warda Javed

📍 **Home:** Post Office Devi , Tehsil Gujar Khan , District Rawalpindi, Pakistan

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Gender: Female **Date of birth:** 03/01/2005 **Nationality:** Pakistani

ABOUT MYSELF

Results-driven and proactive BBA student with strong knowledge of Human Resources, administration, and business management. Skilled in recruitment support, employee onboarding, documentation, Microsoft Office, communication, and project coordination. Experienced in organizing seminars, coordinating teams, and handling administrative tasks with professionalism and confidentiality. Eager to contribute strong organizational, problem-solving, and multitasking abilities to support workplace efficiency and organizational success.

EDUCATION & TRAINING

Bachelor of Business Administration

Capital University of Science and Technology

City: Islamabad | **Country:** Pakistan | **Field(s) of study:** Management and administration | **Final grade:** CGPA 3.88

Intermediate (ISC)

Punjab Group of Colleges

City: Gujar Khan | **Country:** Pakistan | **Field(s) of study:** Natural sciences, mathematics and statistics

WORK EXPERIENCE

Property Sight

City: Gujar Khan | **Country:** Pakistan | **Business/sector:** Real estate activities

Sales support assistant

- Real state office where dream become home
 - communication and interpersonal skills
 - organizational and time management skills

Roamer Technology pvt limited

City: Islamabad | **Country:** Pakistan | **Business/sector:** Manufacturing

HR Intern

- An innovative mobility startup that launched first electric bike
 - Recruitment and selection processes.
 - Employee onboarding and documentation.
 - Maintaining employee records and databases.
 - Assisting with training and development programs.
 - Gaining insight into HR policies and procedures.

Forever Living Products

Country: United Arab Emirates

Assistant Supervisor

Network Marketing & Team Management

- Assisted in managing sales operations and supporting team performance to achieve business targets.
- Recruited, trained, and mentored new team members in product knowledge, sales techniques, and customer relationship management.
- Developed and maintained strong customer relationships, providing product guidance and after-sales support.

SKILLS

Microsoft Office | Microsoft Powerpoint | Social Media | Organizational and planning skills | Good listener and communicator | Decision-making | Team-work oriented | Written and Verbal skills | Responsibility | Reliability | Personnel Record Management | Office Administration | Project Management | Collaborative and empathetic spirit

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s): English

VOLUNTEERING

Volunteer Effort For Humanity Social Welafre Organization Gujjar Khan

- Worked with NGOs in community service and social welfare activities, supporting event coordination and public engagement.
- Collaborated with NGO teams to assist in organizing awareness campaigns and volunteer activities.
- Contributed to NGO initiatives through communication, teamwork, and administrative support.
- Assisted NGOs in managing community outreach programs and participant coordination.
- Participated in volunteer projects with NGOs, developing leadership and organizational skills.

CONFERENCES & SEMINARS

Awareness Walk for Sustainability Islamabad

- Participated in an awareness walk promoting environmental sustainability and community responsibility.
- Contributed to campaigns focused on sustainable practices, climate awareness, and social responsibility.
- Collaborated with volunteers to spread awareness about environmental conservation and eco-friendly initiatives.
- Demonstrated teamwork, communication, and community engagement through sustainability advocacy activities.

Seminar on Leadership Catalyst : Lgniting Infulence Islamabad

- Gained insights into effective leadership styles, communication strategies, and team motivation techniques.
- Participated in interactive discussions on personal growth, decision-making, and professional influence.
- Strengthened understanding of leadership roles in academic and professional environments.

HONOURS AND AWARDS

CBMC 2025 Awarding institution: CUST , Islamabad

- Participated in the **CBMC (Competitive Business/Marketing Competition)**, demonstrating practical business, marketing, and problem-solving skills.
- Worked in a team to develop and present a business strategy/case solution under time constraints.
- Applied knowledge of marketing, management, and decision-making to real-world business scenarios.
- Gained hands-on exposure to business planning, strategic thinking, and professional competition environments.

Entrepreneurial Marketing Gala Awarding institution: CUST ,Islamabd

- Participated in **marketing activities and academic projects at Capital University of Science and Technology (CUST)**, focusing on practical application of marketing concepts.
- Developed understanding of core marketing areas including **consumer behavior, branding, promotion, and market research**
- Worked on group assignments and presentations to analyze real-world marketing strategies and case studies..

Youth Empowerment Club Awarding institution: YEC Coummunity

- Member of the **YEC (Young Entrepreneurs Council)** , actively participating in entrepreneurship-focused activities and initiatives.
- Assisted in organizing events, workshops, and sessions aimed at promoting business and entrepreneurial mindset among students.
- Collaborated with team members to plan and execute council activities, enhancing leadership and coordination skills.
- Contributed to awareness of startup culture, innovation, and business development within the university.

PROJECTS

SWOT Analysis on Pipeline Factory

- Conducted a comprehensive SWOT Analysis of the pipeline industry, evaluating market trends, operational challenges, growth opportunities, and competitive positioning.
- Researched the pipeline industry to identify strengths, weaknesses, opportunities, and threats, and presented strategic recommendations for business improvement.
- Performed industry-based SWOT Analysis by analyzing market conditions, risk factors, and emerging opportunities within the pipeline sector.
- Developed analytical and research skills through a project focused on strategic evaluation of the pipeline industry using SWOT Analysis techniques.

Startup " Glaze & Glaze Store "

- Co-founded and managed an online startup specializing in glazed glass and ceramic products, handling product showcasing, customer engagement, and online sales operations.
- Managed a startup e-commerce store offering premium glass and ceramic products, focusing on branding, digital marketing, and customer service.
- Developed entrepreneurial and business management skills through operating an online store for handmade glass and ceramic items.
- Oversaw product selection, social media promotion, and order management for an online glass and ceramic products business startup.
- Successfully launched and promoted an online startup featuring decorative glassware and ceramic products, enhancing skills in marketing, communication, and business operations.

SUPPLY CHAIN Analysis for Hypothetical company

- Conducted supply chain analysis for a hypothetical company by evaluating procurement, inventory management, logistics, and distribution processes to improve operational efficiency.
- Performed a detailed supply chain management project analyzing sourcing, warehousing, transportation, and customer delivery strategies for a hypothetical business.
- Analyzed supply chain operations of a hypothetical company to identify process inefficiencies and recommend cost-effective and responsive solutions.
- Developed strategic recommendations for inventory control, supplier coordination, and demand forecasting through a supply chain analysis project.
- Applied supply chain management concepts to assess operational performance and optimize end-to-end business processes in a hypothetical company scenario.