

Syeda Sana Shabbir

Date of birth: 26/06/1992

Nationality: Pakistani

CONTACT

 Rawalpindi, Pakistan (**Home**)

 sanashah92@live.com

 (+92) 3215678199

 <http://linkedin.com/in/syeda-sana-shabbir-642495156>

ABOUT ME

Experienced professional with a solid background in Education and Human Resources, offering over 7 years of experience as a lecturer and 5 years in HR roles. Expertise in teaching, recruitment, employee relations, and compliance. Utilizing academic qualifications to excel in diverse fields.

WORK EXPERIENCE

12/2016 – 01/2023 Rawalpindi, Pakistan

Lecturer Superior Group of Colleges

- Conducted Lectures, seminars and tutorials on Developmental Studies.
- Developed lesson plans, course outlines and instructional materials.
- Assisted students with academic advising and career counselling.
- Evaluate students performance and provided feedback.
- Participated in departmental meetings and committees.

01/06/2013 – 30/11/2016 Islamabad, Pakistan

HR Assistant National Productivity Organization

- Assisted in recruitment process
- Maintaining employees record
- Addressing inquiries and ensuring compliance to organization policies and law.

03/2011 – 04/2013 Islamabad, Pakistan

HR Assistant Northern Technologies

- Identify staff vacancies and recruit, interview and select applicants.
- Provide current and prospective employees with information about policies, job duties, working conditions, wages and promotion opportunities and other benefits.
- Conduct exit interviews to identify reasons.
- Administer and evaluate applicant tests.
- Oversee the evaluation, classification and rating of occupation and job positions.
- Arrange pertinent trainings required for the job.

EDUCATION AND TRAINING

2014 – 2016 Islamabad, Pakistan

M.Phil-Anthropology Quaid I Azam University

2009 – 2013 Rawalpindi, Pakistan

BS(Hons.) Behavioural Sciences Fatima Jinnah Women University, The Mall

CERTIFICATIONS

2013

Short Course on Alzheimer's Disease and Caregiving organized by APRC

2011

Art Therapy of Traumatized Children Workshop

2011

Acting and Directing Theater Workshop PNCA, Islamabad