

EMAN ALI

Human Resource Management Graduate | Administrative Professional

Rawalpindi, Pakistan | +92 333 5583691 | emanali83691@gmail.com

Professional Summary

Ambitious and detail-oriented Human Resource Management professional pursuing a Master's in Management Sciences (HRM Specialization). Strong foundation in recruitment support, employee coordination, documentation, record management, and office administration. Recognized for excellent communication, organizational skills, and the ability to manage multiple tasks efficiently. Passionate about contributing to talent management, employee engagement, and organizational success.

Core Competencies

- Recruitment & Selection Support
- Employee Records Management
- HR Documentation & Reporting
- MS Word, Excel & Office Administration
- Communication & Interpersonal Skills
- Data Entry & Database Management
- Team Coordination & Problem Solving
- Time Management & Attention to Detail

Education

Master of Management Sciences (HRM Specialization) | Rawalpindi Women University | 2025–Present

Bachelor of Business Administration (BBA) | CGPA: 3.28 | 2021–2025

Pre-Engineering | Roots International School & College | 2019–202

Experience

HR-Assistance – **overt international**, Rawalpindi (jan23,2025-Nov1,2025)

HR – Assistance (internee)- **Syed Faraz Equities**, Islamabad (june15,2024-Aug15,2024)

Academic & Leadership Achievements

- Paper Presenter at an International Conference (2026)
- Participated in Thesis Writing Project (2025)
- Organized and Participated in Idea Fest (2024–2025)
- Certificate of Appreciation – Rawalpindi Chamber of Commerce & Industry (2025)
- Smart PLS Workshop Participant (2025)
- Climate Change & Environment Seminar and Plantation Drive Participant (2024)

Professional Strengths

- Professional & Ethical Work Approach
- Quick Learner and Adaptable
- Strong Work Ethic
- Team Player with Leadership Potential
- Ability to Work Under Pressure
- Excellent Listening and Coordination Skills

Languages

English (Professional)

Urdu (Native)