



Syeda Muqaddas Shahid

Work permit: Pakistani **Nationality:** Pakistani **Gender:** Female

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Home: Rawalpindi, (Pakistan)

ABOUT ME

As a strategic and people-focused HR professional, I leverage expertise in Learning and Development, full-cycle recruitment, and HR operations to drive employee growth and organizational effectiveness. With a proven track record of building HR functions from the ground up, I design policies, onboarding, and training that align talent strategies with business goals. Backed by a psychology background, I bring an evidence-based approach to assessment, engagement, and people development.

WORK EXPERIENCE

■ CueBytes (Software Product Studio) - Rawalpindi, Pakistan

City: Rawalpindi | **Country:** Pakistan

HR & Admin Officer

[Apr 2026 - Current]

- Built the company's first HR function: policies, SOPs, and handbook from scratch.
- Set up attendance and leave systems with accurate records and faster approvals.
- Ran full-cycle recruitment: job analysis, postings, screening, interviews, and offers.
- Designed onboarding and orientation that settle new hires fast.
- Ran TNA and delivered training to lift team capability.
- Produced all employee documents (contracts, offer and role letters, warnings, terminations) under Pakistan labour law.
- Launched performance appraisals and feedback cycles, and ran payroll support.
- Shaped the internal HR portal for attendance, leave, and records.
- Led engagement and culture, plus daily admin and procurement.

■ Fauji Foundation Head Office - Rawalpindi, Pakistan

City: Rawalpindi | **Country:** Pakistan

Management Trainee Officer (Training & Evaluation Department, Education Division)

[Jul 2024 - Jul 2025]

- Led nationwide training for teachers, section heads, and vice principals.
- Ran TNA and built workshops on teaching skills, classroom management, and pedagogy.
- Delivered career-counsellor training for student academic and career guidance.
- Evaluated teaching standards via site visits and assessments nationwide.
- Wrote feedback reports with recommendations to improve outcomes.
- Backed curriculum upgrades and strong parent and student relationships.

EDUCATION AND TRAINING

Bachelor of Science in Psychology

COMSATS University Islamabad [Feb 2020 - Jan 2024]

Country: Pakistan | **Field of study:** Psychology

FSc Pre-Engineering

APSACS Humayun Road, Rawalpindi [Sep 2017 - Aug 2019]

Country: Pakistan

Matriculation in Computer Science

APSACS Humayun Road, Rawalpindi [Apr 2015 - Aug 2017]

Country: Pakistan

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s): English

SKILLS

HR & Operations: HR Policy & Operations / Recruitment & Onboarding / Attendance & Leave Management / Performance Management / Employee Relations / Payroll Support

Administration: Office Operations / Procurement & Vendor Coordination / Document & Records Management / Scheduling & Correspondence / MS Office

Learning & Development: Training & Development / Training Needs Analysis / Instructional Design / Curriculum Development / Program Evaluation

Psychology: Psychological Assessment / Clinical Interviewing

HONOURS AND AWARDS

Top 5 Stars Management Trainee Officer - Fauji Foundation Head Office