

MEHWISH WAHEED

HR Professional, BBA in Human Resources

Islamabad, Pakistan

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PROFESSIONAL SUMMARY

BBA in Human Resources graduate from Arid University, Rawalpindi, with 8 months of HR internship experience at ZTBL and Federal General Hospital, plus 1 year of customer service experience at Prime BPO. Strong background in documentation, record keeping, coordination, and communication. Detail-oriented and adaptable with a passion for working in the education sector. Seeking an opportunity to contribute to a dynamic organization by supporting admissions, administration, and operational functions.

WORK EXPERIENCE

HR Internee, ZTBL (Zarai Taraqati Bank Limited), Head Office Islamabad *Jan 2026 – Jul 2026 (6 months)*

- Assisted in HR operations, employee verification, documentation, and employee record management
- Supported administrative coordination tasks
- Gained exposure to banking sector operations and professional environment

HR Internee, Federal General Hospital, Chak Shehzad, Islamabad *Jul 2024 – Aug 2024 (2 months)*

- Worked in a fast-paced government healthcare setting
- Assisted with recruitment, employee records, and HR documentation

Customer Service Representative, Prime BPO & Telecommunications, Rawalpindi *2020 – 2021*

- Provided insurance quotes and assistance to customers
- Developed strong communication and customer handling skills
- Handled customer inquiries and resolved complaints professionally
- Maintained accurate records and documentation

EDUCATION

Bachelor of Business Administration (HR Specialization)

Arid University (UIMS), Rawalpindi *2021 – 2025*

Intermediate in Computer Science (ICS)

ICG F6/2, Islamabad (FBISE) *2017 – 2019*

Matriculation in Computer Science

IMCG, Islamabad (FBISE) *2015 – 2017*

SKILLS

- Communication & Interpersonal Skills
- Documentation & Record Keeping

- MS Office (Word, Excel, PowerPoint)
- Adaptability
- Basic HR Knowledge (Recruitment, Performance Management)
- Detail-oriented

CERTIFICATIONS

- HR Generalist (March 2026)
- HR Management with ERP Next (Dec 2025)
- Communicate Effectively at Work (Nov 2023)
- Brainstorm Ideas in a Group (Oct 2023)
- PowerPoint for Beginners (Oct 2023)
- Successful Negotiation (2023)

LANGUAGES

- English
- Urdu