

Shumaila Maqbool

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Professional Summary

Experienced HR and Administration professional with expertise in recruitment, onboarding, employee relations, office administration, vendor management, and training coordination. Skilled in Amazon FBA training, project coordination, quality assurance, and operational management. Strong ability to manage teams, improve workflows, and support organizational growth through effective HR and administrative practices.

Professional Experience

Manager HR & Ecommerce Trainer

Arfa Karim Technology Incubator

October 2025 – Present

HR Internee

Ufone

15 June 2025 – 31 July 2025

Manager Admin & HR

Synercon

June 2025 – November 2025

Project Coordinator & Quality Assurance

Binary Ops

September 2023 – June 2025

Amazon & E-Commerce Trainer

Swedish Institute of Technology (*NAVTTTC Project*)

May 2023 – July 2023

Floor Manager AdminZameen.com

November 2021 – March 2023

Administrative & Marketing Coordinator

Yashal English House

August 2020 – July 2021

Administrative & HR Assistant

Forward Girls College

March 2016 – June 2020

Public Relations Officer (PRO)

The Educators School

March 2014 – February 2016

Education

MBA – Marketing

Virtual University of Pakistan

2014

BA – Economics & Statistics

Frontier Women College

2010

Certifications

- HR Management Program – Lahore University of Management Sciences (**LUMS**)

Skills

- Human Resource Management, Recruitment & Onboarding, and Employee Relations
- Office Administration, Vendor Management, and Documentation & Record Management
- Amazon FBA, E-Commerce Training, Training & Development, Team Coordination, and LMS/Odoo Management
- CRM & POS Management, operational coordination, workflow management, and AI tools utilization
- Communication & Public Relations along with knowledge of Candlestick Analysis, Forex, and Crypto currency Markets