Sana

Sana.335252@2freemail.com

**Career Objective-**

Seeking a challenging career in Human Resource with a progressive organization where I can utilize my skills, abilities and education in management whilst contributing to the development of the organization.

|  |
| --- |
| PERSONAL SKILLS |

* Enjoy strong logical, analytical, communication, and interpersonal skills
* Work with Dedication and Determination
* High-Energy work ethic and commitment to client service.
* Easily adaptable to any new technology with minimum training.
* Interested in learning new things and in implementation.
* Ability to work individually, in-group.

## WORK EXPERIENCE

Most of my experience has been into teaching field. But I’m open to explore other fields and now seek a responsible and challenging position with a dynamic organization which offers opportunities for personal and professional development & where I can best utilize my knowledge and skills.

* **First Solution Management Services (Dubai, UAE) from Sept 2014 – Nov 2014.**
* **Pristine Private School (Dubai, UAE) from Sept 2013- Aug 2014.**
* **Army Public School System (Rawalpindi/Pakistan) from April 2012 – July 2013**

## EDUCATION

* + **Masters in Human Resource Management(2015-2016)**

Szabist University Islamabad

* + **Masters in English Language & English Literature (2008-2010)**

Foundation University Rawalpindi

* + **Bachelors in English Literature & Psychology (2005-2007)**

University of the Punjab

**Projects done during educational career**

* + Thesis writing on applying Aristotle’s principles of tragedy on Shakespearean play Macbeth.
	+ Crafted a report by implementing concepts involved in Recruitment and selection procedures.
	+ Created a report while implementing concepts involved in Strategic HRM.
	+ Did a comparative study on Zong and Mobilink HRM practices.

## Technical Skills

Proficient in using computer

Internet savvy.

## REFERENCES

 References will be furnished upon request.