

ZUNAIRA MASOOD

PERSONAL DETAILS

Gender: Female

Phone No: +92 319 5249400

Email: zunairamasood89@gmail.com

Address: Frash Town, Islamabad, Pakistan

PROFESSIONAL SKILLS

Formation of Management Plans

Recruitment/Onboarding

Communication Skills

Interpersonal Skills

Leadership Skills

Training skills

Confidentiality

TECHNICAL SKILLS

Talent acquisition skills

creating job descriptions

conducting interviews

MS Office Skills

OBJECTIVE

Positions which can hone up my skills invigorate an urge to perform and achieve goals keeping in mind the aesthetics of Professionalism. A job that will allow me for greater achievements and which would effectively apply my professional skills. Secure a responsible career opportunity to fully utilized my training and skills, while making a significant contribution.

WORK HISTORY

- **Web research assistant, recruiter and Trainer at Resourcex for 1 year (july 2023-june 2024)**
- **HR Coordinator for 6 months at Centurion Accenders (Jan 2023-june 2023)**
- **HR internship-1.5 months at codpisor (2022)**
- **Clinical Internship in Benazir Bhutto Hospital, Rwp**
- **Observership at AFIMH, 1.5 months**
- **Certification on conducting webinar 2 year**
- **Social Media Manager FH&PC 1 year**

QUALIFICATION

BS in Applied Psychology

Quaid e Azam University, Islamabad in 2022 secured 3.6 CGPA

FSc Pre-Medical

Federal Board of Intermediate and Secondary Education Islamabad. in 2018 secured 68% marks

Matric in Science

Federal Board of Intermediate and Secondary Education Islamabad. in 2016 secured A1 Grade

Hifz ul Quran

Iqra Rauzatul Atfal Trust, Rawalpindi, in 2011 secured 91% marks

Diploma

Human Resource Operations by uniathena