

## Syeda Tooba Zafar

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### EDUCATION

- March 2021**      **Master of Business Administration (MBA), HR Management**  
***Federal Urdu University of Science and Technology Islamabad***      **Islamabad, Pakistan**
- Selected Coursework: Labour Relations, Recruitment and Selection, Training and Development, Performance and Compensation
- August 2017**      **Associate Degree Program, Accounting and Finance**  
***University of Central Punjab***      **Rawalpindi, Pakistan**
- Selected Coursework: Labour Relations, Recruitment and Selection, Training and Development, Performance and Compensation

### EXPERIENCE

- July 2022-  
August 2022**      **China National Logging Cooperation**      **Islamabad, Pakistan**  
***HR Intern***
- Coordinated orientation of 5 new recruits; updated company database
  - Organized 7 HR interviews; screened 20 potential employee resumes and employment forms
- February 2022-  
April 2022**      **Islamabad Recruitment Company**      **Islamabad, Pakistan**  
***Administrative Assistant***
- Supported recruitment through LinkedIn; posted ~35 job advertisements
  - Organized and schedule appointments and interviews; assisted with phone calls and meetings
  - Drafted email correspondence memos, letters, faxes and forms pertaining to employees
  - Assisted with developing and maintaining a filing system and organizing events
- October 2021-  
December 2021**      **World One Group of Companies**      **Islamabad, Pakistan**  
***Operations Associate***
- Performed administrative tasks including phone calls, scheduling appointments, tracking daily orders and problem-solving; assisted with accounting payroll and policy enforcement
  - Assisted human resources with recruitment, daily work activities and creating work schedules
- August 2019-  
October 2019**      **Meezan Bank**      **Rawalpindi, Pakistan**  
***Intern***
- Assisted Operations Department, Area Coordinator and PBOs with day-to-day tasks
  - Learned drafting deposit slips, checks, memos and letters

### EXTRA-CURRICULAR ACTIVITIES

- Step Forward, Federal Urdu University**  
***Organizer***      **April 2019**
- Organized an entrepreneurial seminar in coordination with the Business Administration Department
- “Entrepreneurial Leadership Workshop”**      **July 2019**  
***Participant***
- Participated successfully in workshop by LEARNOVATION at LaunchPad7 in Islamabad.

### ADDITIONAL INFORMATION

**Languages:** Urdu (native), English (fluent)

**Date of Birth:** 04 February 1997

**Digital Competence:** Proficient user of Microsoft Office and Google Drive suites (Word, Excel, PowerPoint), Familiarity with Peachtree, QuickBooks accounting softwares