

# Masooma Sultani

## HR Executive

Enthusiastic and detail-oriented professional having experience in multiple organization seeking to join your organization. Aiming to leverage proven skills in communication, organization, and problem-solving as part of your amazing team.



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Rawalpindi, Pakistan

15 May, 2001

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## EDUCATION

### BSc - Computer Science University of the People

02/2023 - Present

Online

### High School Certificate Pamir High School

02/2006 - 12/2018

Quetta, Pakistan

## WORK EXPERIENCE

### HR Executive Fortune Technologies BPO

10/2023 - 07/2024

Rawalpindi, Pakistan

#### Achievements/Tasks

- Answering, screening, and forwarding incoming phone calls.
- Maintaining records, scheduling and conducting interviews and handling social media platforms.
- Recruiting new employees and retaining old employees.
- Maintaining attendance sheets and payroll of agents.

### Social Media Intern eGeeks Global

01/2023 - 09/2023

Rawalpindi, Pakistan

#### Achievements/Tasks

- Monitoring brand and product-related conversations to measure sentiment, identify important/relevant discussions, and answer the relevant enquiries.
- Compiling and uploading content, then tracking its performance across the many different Social Media networks and generating leads.

### Instructor and Administer Pamir High School

11/2020 - 05/2022

Quetta, Pakistan

#### Achievements/Tasks

- Assisted adults in professional development by creating and facilitating training on grammar and composition skills for academic writing.
- Tested students on material presented in workshops and classes to assess grasp of material and preparing teaching materials.

## SKILLS

Creative writing

Customer service

Interpersonal skills

Excellent verbal communication

Team contribution

Social Media marketing

Proficient in various computer skills such as; MS Office, Photoshop, Web Development & Programming Languages (Python, Java & C++)

## LANGUAGES

Persian  
Native or Bilingual Proficiency

Urdu  
Full Professional Proficiency

English  
Full Professional Proficiency

Turkish  
Limited Working Proficiency

Pashto  
Professional Working Proficiency

## INTERESTS

Reading books

Playing football

Traveling

Coding

Sketching

Cooking