

Hard Working Supervisor with 15 months Experience in leading teams, delivering results and exceeding expectations. Creative and motivated leader adept at utilizing exceptional design and planning strengths to accomplish complex projects, skilled in IT, Administration Concepts and Best practice strategies.

Work History

HR EXECUTIVE (August 2020 to September 2021) (KP INSTITUTE OF COMPUTER EDUCATION)

- Worked with management team to implement proper division of responsibilities.
- Provided supportive link between Employees and Internal operations.
- Developed training, task and process guidelines and communicated clear and concise directions to employees.

User Engagement Executive (October 2021 to January 2022) (WhiteHat Junior)

Education

Masters: Business Administration (HR & Marketing) The Business School University of Kashmir Hazratbal Srinagar

Project: Study of Job Evaluation at Jamkash Vechileades.

Aggregate Percentage (CGPA): 6.8

Year of Passing : 2021

HSSE (+2)

New Convent Higher Secondary School

Aggregate Percentage: 65 %

Year of Passing: 2013

IQRA JAVEED

CONTACT

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SKILLS

Acquired proficiency in:

- Interpersonal Skills
- Adaptive and Punctual
- Level Minded and leadership skills.
- Dedicated and Confident
- Decision making and problem solving.
- Ms- Office