

Areen Zehra Bhutto

Contact

Address

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areenzehra630@gmail.com

Skills

Leadership



Very Good

Time management



Excellent

Team work



Excellent

MS office



Very Good

Problem solving



Very Good

Decision making



Very Good

Communication skills



Excellent

Looking to secure human resource internship with Appedology company. Where, I can utilize my organizational and administrative skills in maintaining employee records, conduct interviews and resolving staff issues for company operations.

Work History

August 2021
– October
2021

Event Volunteer- Chief Marketing Officer

Karachi Youth Organizers

Job Responsibilities

- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Participated in team-building activities to enhance working relationships.
- Proved successful working within tight deadlines and fast-paced atmosphere.
- Used coordination and planning skills to achieve results according to schedule.
- Successfully completed ticket target before the deadline of event.

November
2020 –
January
2021

Sales Business Development Officer

IGI Life Vitality

Job Responsibilities

- Strategized with sales team to prospect and qualify potential customers within assigned geographic territories.

Education

October
2019 -
Current

BBA: Human Resources Management

Indus University Clifton Campus

September
2017 –
August
2019

Intermediate : Commerce Group

Karachi Board

September
2012 –
July 2014

Matric: Science

White Rose Grammar School