

# Areen Zehra Bhutto

## Contact

### Address

DHA phase 5 Karachi 75500

### Phone

0316-8045102

### E-mail

areenzehra630@gmail.com

## Skills

### Leadership



### Time management



### Team work



### MS office



### Problem solving



### Decision making



### Communication skills



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