

# **Azra zahid**

**Contact No.: +91 9018358004**

**E-mail: bhatazra045@gmail.com**

Dear Sir/ Madam,

It was with great interest that I came to know about your recent posting positions. In response, I enclose my resume for your consideration.

Review of my credentials will confirm that I am capable of serving as the catalyst for achieving revenue objectives and organic growth through effective contributions. I possess MBA DEGREE. I have a great enthusiasm for doing this job.

I understand that working for your organization requires a candidate who is team oriented and is able to deal with people in various departments. I am confident that I possess these skills, which will help me to perform the job efficiently and effectively.

My goal is to transit my enthusiasm, creativity and experience into a position, where I continue to provide the strategic and tactical leadership critical to retaining valued customers of an organisation. I am certain that my presence in your team will prove to be beneficial to your organisation. As such, I would welcome an opportunity to speak with you to evaluate your needs and share my ideas.


Thanking you


Sincerely,

**AZRA ZAHID**

Enclosure: Resume

## **Azra Zahid**

 Srinagar, Jammu & Kashmir , India.

 [bhatazra045@gmail.com](mailto:bhatazra045@gmail.com)

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### **CAREER OBJECTIVE:**

Action-oriented with strong ability to manage the work effectively to retain the image of the organization in the market as well as to be aligned with the business objective of the organization.

### **SUMMARY:**

HR- Admin with over 4 years of work experience in Srinagar Kashmir. As HR-Admin, I have been supervising employees, planning and implementing strategies. Continuously using my theoretical and practical experience from the BBA & MBA degree I achieved in from The Islamic University of Science And Technology, Awantipora J&K. I am highly educated and fluent in English.

### **WORK EXPERIENCE:**

- **Internship from HDFC Bank, Bagh e khomeni Kargil (6Jan 2020 - 13Feb 2020)**
- **Admin in Finpark Consultants Pvt Ltd, Karanagar, Srinagar J&K ( 1st April 2020 - April 2021)**
- **HR- Admin in Bilal & Co as well as Unity Tradewell, Batmaloo,Srinagar J&k ( 1st April 2019 - 1st March 2020)**
- **HR-Admin in Ideal Group of Business, Karanagar, Srinagar J&K (18 January, 2017 - 3rd March 2019).**

The roles and responsibilities undertaken are below:

- Explain Human Resource policies and procedures to all employees.
- Respond to employee questions.

- Select candidates for all available positions.
- Organize employee schedule, department phone list and business orders.
- Designed new employee packages.

### **INTERPERSONAL SKILLS AND STRENGTHS:**

Highly developed interpersonal skills with an ability to work with multicultural and multidisciplinary teams.

- Good Analytical and problem solving skills.
- Self-confident and Hard-working nature.
- Ability to work both independently and as a team player.
- Honesty and Integrity.

### **SOFTWARE PROFICIENCY:**

- Operating system : Windows (all versions)
- Software: Microsoft Office (all version), PDF and Skype.
- Capable of updating, installing and fixing of software on the computer.

### **EDUCATION:**

- **Masters In Business Administration (International Business)**, Islamic University Of Science And Technology, Awantipora J&K. ( Nov 2018- Present)
- **Bachelor of Business Administration**, Islamic University of Science And Technology, Awantipora J&K. (July 2015-July 2018. Duration- 3 years)
- **Higher Secondary**, The Mallinson Girls School, Sheikhabagh Srinagar, J&K. (2011-2013. Duration - 2 years)
- **Matriculation**, The Kashmir Valley School, Humhama, Srinagar J&k.

### **PERSONAL DETAILS:**

- Gender                      Female

- Nationality Indian
- Date of Birth 20th Oct 1994
- Languages Known

<u>Language</u>	<u>Read</u>	<u>Write</u>	<u>Speak</u>
English	Yes	Yes	Yes
Hindi	yes	No	Yes
Urdu	Yes	Yes	Yes
Kashmiri	Yes	No	Yes
Arabic	Yes	No	No

**REFERENCE:**

Reference will be gladly furnished upon request.

**DECLARATION:**

I hereby declare that the above-mentioned information's are true to the best of my knowledge.