

Syeda Fatima Zehra Kazmi

Address Block H3 Johar Town Lahore
Mobile 0336-4807254
Email Fatimakazmi169@gmail.com

Objective

To secure a career in a reputed organization that appreciates professional approach and provides challenging work, where I can utilize my knowledge, various skills, and experience to fulfill the company's growth objectives, develop my career, and excel in related fields.

Personal Profile

I am ambitious, energetic, and composed under pressure. I can get along very well with my colleagues and possess excellent correspondence and communication skills.

Education

MBA	University of Central Punjab (UCP)	2024-Present
BBA	COMSATS University, Lahore Campus	2019-2023
I.com	Punjab Group of Colleges, Lahore	2016-2018
Matriculation	Unique Group of Institutions	2014-2016

Experience

Falcon IT as a Human Resource Executive

- Initial Screening and conducting in-house interviews.
- Employee onboarding (orientation, facility tour, seating plan, etc)
- Employee Management and Relationship.
- Development and implementation of HR Policies and Procedures.
- Maintaining Attendance and Leaves Management System (HRMS).
- Manage payroll and accounts for every employee individually.

Kips Education System Corporate Office as a Social Media Coordinator

- Managing their Social Media accounts. Schedule and publish content, ensuring regular updates and audience engagement.
- Creating exciting and compelling content for various social media platforms. (Write, edit, and proofread content to ensure high-quality and consistent messaging).
- Tracking and analyzing social media performance using analytics tools. Reporting on key metrics and providing insights for improvement.
- Managing social media campaigns. Monitoring and reporting on the success of campaigns.
- Working closely with cross-functional teams, including marketing, sales and design.

- Collaborating with the Design team to develop creative assets, messaging, and promotional materials. Keeping an eye on new trends in the market.
- Hiring Candidates for social media department.

Walled City Lahore Authority as a Marketing Internee (Final Year Project)

- Assistance in all Marketing related matters.

Skills

- Strong Pressure Handling
- Efficient and quick decision making
- Excellent people management
- Good People skills
- Active Listening

ACHIEVEMENTS

Certification in Google Digital Garage

Reference

To be furnished upon demand