

## IQRA SAEED

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### EDUCATION & QUALIFICATIONS

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#### **Bachelors in Business Administration** 2017-2021

Major (Human Resource) Minor (Business Finance, Financial Accounting, Business Corporate Law, Writing and Presentation Skills, Marketing Management, Principle of Management)

Namal Institute, Mianwali

CGPA: 3.78/4

#### **Intermediate in Pre- Engineering (F.Sc.)** 2015-2017

Abdul Razzaq Fazaia College, Mianwali

Grade: A

### PROFESSIONAL EXPERIENCE

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#### **Nestle, Pakistan** January 2018

Hands-On Practice at Nestle Pakistan

- Diary Management and farm expertise
- Farm feasibility
- Herd statistics
- Feeding standards per day
- Milk protocols, Milk storage and Milk tests
- Vaccination schedule

#### **Namal Institute, Mianwali** Jan 2018 – Dec 2019

Internee, HR Department

- On hand practical experience of SAP software, Performance Appraisal form development
- Writing employee contracts, Probation confirmation letter, & Minutes of meeting etc.

#### **Namal Institute, Mianwali** Dec 2019 - Mar 2019

- Workstudy in Business Department for Case Study Writing

#### **Namal Institute, Mianwali**

- Research Project (CSR for employees)

Sep 2019- Dec 2019

#### **Namal Institute, Mianwali**

- Attended Workshops on Resume Writing, Presentation Skills etc

September 2020

#### **Bovitech Limited**

#### **Internee, HR department**

Reviewed different Job positions, helped in hiring process

- Developed Interviews KPI's
- Writing employee contracts

January 2021

### PROJECTS

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**Research Project (FYP):** I will find antecedents of Inclusive leadership, how and when inclusive leadership is cultivated at workplace. This research will be useful in future where manager will consider these attributes in selection, training, & compensation process etc.

**Developed a compensation plan:** I have developed a compensation plan for small business using different methods like point scoring method, Practice vision & mission, JD's preparation, Human resource planning, SWOT analysis etc.

**HrManagement Simulation:** I have taken different hr decisions like Staffing, Benefits for employees, Initiating different raining programs, Wages etc.

**Business Plan:** Conducted a seminar with CEO of affordable.pk, Executive summary, SWOT analysis etc.

## **ADDITIONAL EXPERIENCE**

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Head of Project Management: <b>Namal Environment Society</b>	<b>2018</b>
Head of English Lecture: <b>Literary and Debating Society Namal</b>	<b>2019</b>
Member: <b>Student Welfare Association Mianwali (Non-Profit Organization)</b>	<b>2017-2019</b>
<b>Event Coordinator:</b> Planning & execution, hosted seminar's, delivered talks in seminar's	

## **HONORS & AWARDS**

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- Merit based Scholarship at NIM in BBA (2017)
- PEEF scholarship holder (2017 – 2021)
- First position in Business Department (2019)
- First position in Business Department (2020)

## **SKILLS & INTERESTS**

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- Proficient in Microsoft
- Scratch (basics).HTML
- Languages: Urdu (good spoken and written command), and English (good spoken and written command)