



# AZKA BUKHARI N.

PSYCHOLOGY GRADUATE | HR, ADMIN, AND COUNSELING PROFESSIONAL

## CONTACT

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## PUBLICATION

"K-Pop Fanship and Fandom: Relationship with Self-Esteem and Social Connectedness as Psychosocial Benefits" (2023)

<https://doi.org/10.30819/ae mr.12-8>

## SKILLS

Recruitment

Training & Development

Administration

Interpersonal Communication

Problem solving & Adaptability

Strategic thinking

Technological Familiarity

MS Office

Stakeholder Management

## EDUCATION

Mohammad Ali Jinnah University

**2020 – 2024**

BS in Psychology  
(Gold Medalist)

## ENGLISH PROFICIENCY

IELTS – Overall 8 band  
January 2025

## PROFILE

Leveraging diverse experience in the human resource and special education industry, I am a graduate equipped with robust academic background, wielding a profound grasp of professionalism and a steadfast dedication to delivering excellence through my work. Adept in technology, employee retainment, recruitment processes, reporting and administration, counseling and confidentiality. Proficient in English language. Willing to channel my fervor and offer my skills to a synergistic organization.

## EXPERIENCE

**Special Education Needs Coordinator** – Chubby

Cheeks Nursery, Dubai, UAE

Sept 2024 – Present

Managed the special needs department, observed the children regularly to support their needs. Developed IEPs, communicated with the parents, helped nourish the children's education growth and devised new strategies and policies to enforce inclusion. Established a healthy culture and managed the inclusion department at the branch.

**HR Officer** –Lifecare Network SME, Pakistan

Jan 2024 – July 2024

Managed recruitment, developed HR policies, administered benefits, facilitated training, assisted in performance management, and supported organizational planning. Leveraged psychology background to enhance employee relations and workplace environment. Helped create a safe space for the employees.

**HR Intern** –Lifecare Network SME, Pakistan

June 2023 – Nov 2023

Supported the HR department by updating employee databases, screening resumes, and scheduling interviews. Assisted in posting job advertisements and provided logistical support for recruitment processes and helped in documenting employee performance.