

# JAWARIA TARIQ

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HUMAN RESOURCE

Abu Dhabi, UAE



## SUMMARY

Highly motivated and professional Human Resource Officer providing high-level support to senior executives. Proficient in analytical skills, organizing meetings and events, handling confidential documents, and communicating with internal and external stakeholders. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

## EDUCATION

### University of Management & Technology

Master Of Business Administration  
2020 – 2022  
CGPA: 3.46

### University of Management & Technology

Bachelor Of Business Administration  
2016 – 2020  
CGPA: 3.46

## SKILLS

- Management Skills
- Communication
- Microsoft Office (Excel, PPT, Word)
- Database Management
- HR Administrative
- Analytical Skills
- Adaptability & Fast Learner

## LANGUAGES

- English
- Urdu

## PROFESSIONAL EXPERIENCE

### Department Coordinator

Coca Cola Ieccek (CCI) | 2022 - 2023

Pakistan

- Performed statistical analyses to gather data for operational and forecast for sales team needs.
- ·Compiling, analyzing, and reporting sales data.
- ·Monitoring and evaluating sales performance.
- ·Providing actionable insights to guide the salesand marketing teams.
- ·Contributing to the development of sales plans and objectives.
- ·Coordination with finance, marketing team related territory targets and actual achievement.

### Internship

Huzaifa Group of Industries | 08/2021 - 09/2021

Pakistan

- Assist in Human Resource department for one and a half month.
- Successfully led all daily operational aspects in the Human Resources Department.
- ·Effectively helped to managed Human Resources concerns and department workflow.
- Ensured that all company HR procedures and guidelines are followed.

### Internship

Nurol LLC | 08/2019 - 09/2019

United Arab Emirates

- Assist in Human Resource and Purchasing Department for one and a half month.
- In purchasing department, confirmed purchase orders and made and documented shipping arrangements.
- Assisted supervisors and employees with daily tasks related to order fulfilment.
- Maintained inventory of materials. In Human Resource department, led all daily operational aspects in the Human Resources Department.