



## ANILA NASIM MIR

### CONTACT

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### OBJECTIVE

I am a MS in Business Administration graduate who specializes in human resource management Field. My Prioritized long term-goals of mine are to develop a career as a Human Resource. I am comfortable in both academic and industrial environments.

To obtain a position that will effectively utilize skills & experience and the opportunity to work with a team.

### SKILLS

- Extrovert personality
- Leadership skills
- Computer skills (MS-Office) (Google Suite)
- Good knowledge of HR Functions
- Strong Team Management skills
- Good communication skills
- Time management Skills

### LANGUAGE

- ✓ English(Proficiency)
- ✓ Urdu(Proficiency)

### EXPERIENCE

#### 📍 Dynamic Visions IT Solutions Islamabad Pakistan

"Assistant HR Manager"

3 Year experience as an Assistant HR Manager at Dynamic Visions IT Solutions Sajid Shareef plaza, | G-11 Markaz Islamabad Pakistan.

#### Responsibilities:-

As an Assistant HR Manager, my responsibilities include assisting with recruitment, onboarding new employees, maintaining employee records, handling employee relations issues, coordinating training and development programs, ensuring compliance with employment laws and company policies, and supporting HR initiatives and projects.

#### 📍 Allied school Hajira campus | Kashmir, Pakistan

"Coordinator, Manager"

**Responsibilities:-** As a School Coordinator and Manager, my responsibilities typically involved managing administrative tasks such as scheduling, coordinating events and activities, maintaining records, communicating with staff, students, and parents, overseeing facility operations,

assisting with curriculum development, supporting teachers, and collaborating with school leadership to ensure the smooth functioning of the school.

#### 📍 University of Poonch | Rawalakot

"Visiting Lecturer"

4 Years experience as a visiting Lecturer at University of Poonch | Rawalakot Azad

Kashmir Pakistan

#### 📍 National Bank of Pakistan

Internship

6 months Internship at National Bank of Pakistan.

### EDUCATION

#### 📍 International Islamic University Islamabad Pakistan

MS: HR

Masters: 2015

#### 📍 University of Azad Jammu Kashmir

BBA Hons(Specialization: Human resource management)

Graduated: 2011

#### 📍 BISE Mirpur Azad Kashmir

Fsc: 1st Division

Graduated: 2007

#### 📍 BISE Mirpur Azad Kashmir

Matric

Graduated: 2005

### REFERENCE

#### 📍 Will be Furnished on Demand

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