

NIMRA KIRAN

HR & Admin

Experience : With 5-Years Experience **(01 Years in UAE in Group)**
Education : **MSC. (Applied Psychology)**
Bachelor in Education (B.Ed)
Certificates : Web & Graphic Designing, English Language & Computer Course
Key Skills : **Communication, Office Management, Organization and Time Management, Multitasking, Talent Acquisition**
Strengths : **Office Management, Communication, Creativity & Problem Solving**
Mobile : +971563148106
Location : Dhahi, UAE
Email : nkirn788@gmail.com
Portfolio : <http://www.behance.net/kirannimin734>
LinkedIn : <https://www.linkedin.com/in/nimra-kiran-b37269261/>
Visa Status : Visit Visa
Availability : Immediate



Profile

I am an organized HR and Admin professional with five years of experience in human resources and office operations. I build positive employee relations, lead recruitment, and ensure smooth office functioning. I handle scheduling, document management, and office supplies to maintain efficiency. I possess strong communication and problem-solving skills and thrive in fast-paced environments.

Major Roles in Organizations

- **Invigilator** (Part Time) in British Council, Islamabad, Pakistan - Jan 2023 Dec 2024 **(02 Years)**
- **Administrative In-charge** Islamabad Career College - Oct 2023 to Dec 2024 **(01 Year)**
Islamabad, Pakistan
- **Graphic Designer** in G-Stone International Properties - Sep 2022 to Sept 2023 **(01 Year)**
Islamabad, Pakistan
- **Data Entry Executive** in The Cloud – Food Ecosystem, Abu Dhabi, UAE - July 2021 to August 2022 **(01 Year)**
(Detail on next page)

Educational Qualifications

- MSC (Applied Psychology) – NUML University, Islamabad Pakistan Year of Passing: 2017- 2019
(2nd Division/CGPA 2.13)
- B.A, Quaid e Azam University, Islamabad, Pakistan Year of Passing: 2011 -2013
(2nd Division)
- B. ED, Allama Iqbal Open University, Islamabad, Pakistan Year of Passing: 2022-2023
(1st Division)

Certificates and Computer Skills

- Web & Graphic Designer – Government Polytechnique Institute, Islamabad, Pakistan Year of Passing: 2020
- English Language Course – Islamic International University, Islamabad, Pakistan Year of Passing: 2016
- Computer Course – Career Institute of Information Technology, Islamabad, Pakistan Year of Passing: 2016
- Proficient in Google Suite tools like GDoc, GSheet, GSlides and GForms
- Business Emails, Letters Drafting and Typing

Employment Records

01) Name of Institution: British Council, Islamabad, Pakistan
Job position: Invigilator – Part Time
Year: January 2023 – December 2024

As Invigilator Key Responsibilities:

- Conducted A Levels, O Levels, and IGCSE exams, ensuring smooth execution and adherence to all guidelines.
- Managed duties for British Council and Cambridge exams, ensuring coordination.
- Graded and reviewed A Levels and O Levels exams, maintaining accuracy and integrity in the assessment process.

02) Name of Institution: Islamabad Career College, Islamabad, Pakistan
Job position: Administrative In-charge
Year: October 2023 – December 2024

As Administrative In-charge Key Responsibilities:

- Scheduled executive appointments and coordinated with stakeholders for timely attendance.
- Prepared presentations and reports, ensuring accurate and current information.
- Managed requests for information and data, maintaining detailed reports, and managing accounts efficiently.

03) Name of Institution: G-Stone International Properties, Islamabad, Pakistan
Job position: Graphic Designer
Year: September 2022 – September 2023

As Graphic Designer Key Responsibilities:

- Designed promotional materials such as flyers, booklets, and business cards support marketing efforts.
- Managed social media content, creating visually appealing graphics to enhance online presence and engagement.
- Edited logos and photos through image editing, color correction, and background removal for high-quality visuals

04) Name of Institution: The Cloud – Food Ecosystem, Abu Dhabi, UAE
Job position: Data Entry Executive
Year: July 2021 – August 2022

As Data Entry Executive Key Responsibilities:

- Edited and resized food photos for online platforms like Deliveroo, Talabat, Careem, and Noon.
- Compiled, verified, and sorted data to prepare accurate source information for various platforms.
- Reviewed data for errors, corrected any inconsistencies, and ensured the final output met platform requirements.

Personal Detail

- Gender : Female
- Nationality : Pakistan
- Passport Number : **BD4909721**
- Religion : Islam
- Date of Birth : 01-07-1996
- Language Known : Proficient in English, Urdu, Hindi

References: References will be provided as when required