

Zahrah Balqees

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utm_source=share_via&utm_content=profile&utm_medium=member_ios](https://www.linkedin.com/in/zahrah-balqees-6b04b826a?utm_source=share_via&utm_content=profile&utm_medium=member_ios)

PROFILE

Dynamic HR and administrative professional with a BS in Pakistan Studies (LCWU) and an MS in International Relations in progress. Holder of two verified experience letters confirming expertise in HR coordination, talent acquisition, Recruitment and Operations, compliance reporting, . Committed to delivering measurable efficiency and growth in corporate environments across Lahore.

EDUCATION

Lahore College For Women's University

Bachelor of Pakistan Studies 2019-2023

Masters International Relations (in progress)

WORK EXPERIENCE

Aalam Bibi Taleemo Tarbiyat School

Administrative coordinator

Feb2024- Feb 2025

- Maintained detailed documentation and prepared compliance and data analysis reports for seniors.
- Upheld professional ethics and strict confidentiality in all HR and administrative information handling.
- Drove process improvement initiatives using MS Office, Google Suite, and automation tools.
- Collaborated cross-functionally with faculty and staff in a structured professional environment.

Aalam Bibi Trust

Human Resources

july 2022-August 2022

- Led full-cycle talent acquisition: recruitment, screening, and onboarding of new staff.
- Handled data collection and data entry for student records across the NGO's school network.
- Authored creative content and theater plays for student engagement programs.
- Supported the HR and education department in administrative tasks and reporting.
- Assisted HR In 360 Recruitment.
- Recognized as a responsible, communicative team player with strong task-streamlining ability.
- Assisted Manager operations.

SKILL

HR and Recruitment

- Talent Acquisition and Onboarding
- HR policy Development
- 360 Recruitment
- Compliance Reporting
- Documentation And Sourcing
- crisis and Time Management
- Strategic Planning

Digital And Technical

- Microsoft Office Suite
- Google Work space
- Adobe photo shop|Canva
- Social media Management
- Zoom|Microsoft |Teams
- Data Reporting

Soft Skills

- Written And Verbal Communication
- Team Collaboration
- Analytical Thinking
- Creative Content Writing
- Ethics and Confidentiality
- Attention To detail
- English (Fluent) | Urdu (Fluent)