



TEHREEM WAHAJ

HR Specialist

Dedicated and versatile professional with a demonstrated history of achievement in teaching, sales, and HR and operations management. Possessing a strong educational foundation, effective communication skills, and a track record of driving sales growth while optimizing operational processes. Committed to delivering excellence and eager to contribute multifaceted skills to enhance team performance



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Muwaileh, Sharjah, UAE.



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LANGUAGE

- English
- Urdu
- Hindi

EXPERTISE

- Management Skills
- Creativity
- Digital Marketing
- Customer Service
- Critical Thinking
- Leadership
- Quick Learning

VISA STAUS

- Visit Visa (Validity Till December 4th, 2023)

EXPERIENCE

Swiftway Logistics
& Warehouse, Lahore, PK.
HR & Operations Manager
(June 2021 - Sep 2023)

With a two-year tenure as an HR & Operations Manager in a logistics and warehouse company, I played a pivotal role in shaping the company's success. My responsibilities included overseeing HR functions such as recruitment, employee relations, and performance management, as well as optimizing operational processes to enhance efficiency within the warehouse.

Allam Iqbal
High School, Lahore, PK.
(Jan 2018 - Apr 2021)

Having 2.5 years of teaching experience, during which I taught students up to the 7th-grade level. I designed engaging lesson plans, conducted assessments, and collaborated with colleagues and parents to create a positive and effective learning environment. This experience has strengthened my ability to communicate complex concepts and facilitate student growth.

EDUCATION

University Of Central Punjab
Bachelor of Business Administration (Honors)
2018 - 2022

Punjab Group of Colleges
I-COM
2016 - 2018

Allama Iqbal High School
Matriculation
2014 - 2016

CERTIFICATE

Fundamentals of Digital Marketing (Google Inc.)

LINKEDIN

<https://www.linkedin.com/in/tehreem-wahaj-26b1391ba>