# ANAM SHAHZADI

## HR & PROJECT MANAGER

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## ABOUT ME

Highly skilled HR & Project Manager with 5+ years of hands-on experience, specializing in fostering a dynamic and inclusive workplace culture. Holding Master's degree in Project Management, empowering me to seamlessly blend strategic planning with people-oriented approaches to achieve organizational excellence.

## SKILLS

- Project Management
- Human Resources
- Operations Management
- Complaint Management
- Customer Relationship
- Business Development
- Recruitment

## CONTACT

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✉ anam.tabish58@gmail.com

📍 Lahore, Pakistan

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## WORK EXPERIENCE

### Metamelom | Sep 2023 – Present

Project Manager

Tasks:

- Transform strategic visions into actionable plans, taking full ownership to guarantee successful project.
- Manage the owner's schedule, communication and project documentation..
- Primary point of contact between owners and stakeholders
- Analyze feedback and data for product improvement trends.
- Provide smooth onboarding support for new customers.
- Advocate for customers, influencing decision-making.
- Monitor satisfaction metrics, propose improvements.

### Digital Data Art | Jan 2023 – Aug 2023

Project Manager

Tasks:

- Accountability for tactical management of projects from kick off through final deliverable, coordinating various project elements.
- Oversee all project activities and schedule project timelines for various teams like Web Development, Automations, SEO, Graphics, Social Media.
- Keep track of all client projects with latest project management tools.
- Coordinate development of web projects with clients and internal resources.
- Provide status updates on regular intervals to the clients.

### AIMS INSTITUTES | 2017 – 2020

HR Manager, (On-site) Lahore

Tasks:

- Manage recruitment and selection for academic staff.
- Facilitate onboarding of new faculty and staff.
- Implement and oversee performance appraisal systems.
- Handle employee relations and conflict resolution.
- Enforce and update HR policies.
- Identify training needs and organize professional development programs.
- Administer compensation packages and benefits.
- Promote diversity and inclusion initiatives.

## EDUCATION

2018-2020 | Lahore - Pakistan

**Master of Science – MS, Project Management**

The University of Lahore

2013-2017 | Multan - Pakistan

**Bachelor of Science – BS, Computer Science**

Bahauddin Zakariya University