

Aruba Shahid

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2020

Major: Management Information Systems |

Overall GPA: 3.05 | Dean's List: Fall 2016

SELECTED COURSES:

Data-Centric Application, Data Analytics, Finance Management, Operations Management,
Business Ethics & Society

EXPERIENCE:

Physicians Revenue Group- Downers Grove, IL

June 2017- 2018

Human Resource Coordinator

- Job postings on websites
- Scheduling interviews
- Recruiting process
- Answering their queries and concerns
- Orientation
- Quick decision making
- Answering their queries and concerns
- Selecting candidates

ACTIVITIES & SKILLS:

- Team Focused with strong interpersonal and negotiation skills.
- Content writing and research
- Oral/Verbal Communication
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Workspace Domain

INFORMATION TECHNOLOGY SKILLS:

- Web Development: HTML, CSS, Java
- Database Management: MySQL
- Project Management: Microsoft Word, Excel, Powerpoint,
- CR Management: Salesforce

LANGUAGES:

- English – Fluent
- Urdu, Hindi- Proficient