

Hafsa Balkhi

Houston, TX | 346-599-8308 | hbalkhi123@gmail.com

EDUCATION

Bachelor of Science, Management with Concentration in HR
University of Houston-Clear Lake; Houston, TX

Expected – Spring 2025

WORK EXPERIENCE

University of Houston

Human Resources Student Worker; Houston, TX

August 2024-Present

TJX Companies

Human Resources Intern; Dallas, TX

May 2024-August 2024

- Completed OSHA workers' comp reports
- Audited payroll reports and made corrections as necessary
- Assisted associates with benefit plans and open enrollments forms
- Reviewed time cards and created payroll adjustments

Sales Associate; Houston, TX

June 2022-February 2024

- Mentored trainees in operating POS systems as well as educating them on company policies and standards.
- Established personal connections with customers and assisted with any concerns.
- Promoted store loyalty programs and received positive feedback via customer surveys.
- Collaborated with the store manager in aesthetically organizing merchandise.

Cedar Fair Entertainment Company

December 2023-May 2024

Human Resource Intern; Galveston, TX

- Worked with a variety of systems including ICIMS, Dayforce, Acuity, and ARS.
- Ensured the completion of background checks and the I-9 processes.
- Assisted associates with the onboarding process, scheduling trainings, drug tests, uniform distribution, and hiring.

Quba Academy

August 2022-January 2024

Foreign Language Teacher; Houston, TX

- Curated innovative curriculums for individual students resulting in increased retention rates.
- Closely monitored student progress and productively communicated with parents.
- Effectively managed and instructed classrooms of 20+ students from grades 5-8.

Bayaan Academy

August 2021-October 2022

Administrative Assistant; Remote

- Systematically onboarded 50+ new students for the upcoming academic year.
- Meticulously processed student records and legal documents maintaining confidentiality.
- Successfully recorded billing information and invoices for student tuition.

VOLUNTEER EXPERIENCE

Food Distributor

August 2022-Present

Houston Hunger Truck; Houston, TX

- Cooked food for 250+ people and distributed it to the unsheltered every Saturday.

ACHIEVEMENTS

Honor Society®

Present

UHCL Transfer Scholarship
San Jacinto College Dean's List
Phi Theta Kappa Honor Society

Fall 2023
Spring 2022
Fall 2021-Spring 2022

SKILLS

Computer: Microsoft Word, Excel, PowerPoint, and Access.

Relevant coursework: *Business Computer Information Systems class at San Jacinto College.*

Languages: Trilingual (proficient in English, Urdu, and Arabic).