

AQSA RASHID

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SUMMARY

Final-year BBA Management (Human Resources Management) student and Swire Mentee with hands-on experience in research, project coordination, and organizational support. I've worked on training initiatives, events, and cross-functional projects that strengthened my ability to collaborate, adapt, and communicate effectively. I enjoy bringing structure to ideas, connecting with different people, and finding practical ways to make work environments more inclusive and engaging. I'm motivated to grow within the HR field and contribute to initiatives that help people and organizations reach their potential.

EDUCATION

City University of Hong Kong: BBA in Management (Human Resources Stream) *Sept 2022 - Present*

- Recipient of The City University of Hong Kong TECH Tiger Talent Award (Top 10% in the Department of Management) in Year 2, Year 3 & Year 4
- Recipient of The Dean's List Academic Achievement Award (Semester A)

University of Auckland, New Zealand (Overseas Semester Exchange) *Feb 2025 - June 2025*

WORK EXPERIENCE

HK Customs and Excise Department *Jul 2025 - Aug 2025*

Summer Intern (Full-time)

- Assisted with logistical and administrative support for disciplinary training programs for non-ethnic Chinese (NEC) youths, including preparing materials, coordinating venues, and managing schedules.
- Handled part of the first-stage recruitment process for both Customs Inspectors and Customs Officers, each involving different procedures, and contributed to overall talent acquisition efforts that engaged over 7,000 applicants.

IBI Group Holdings Limited *Aug 2024 - Aug 2024*

Human Resources Intern (Full-time)

- Enhanced the company's LinkedIn engagement by developing and refining weekly content, contributing to a 20% increase in post interactions and stronger visibility among professional audiences.
- Planned and coordinated internal events for 100 employees, including the corporate Christmas lunch and Q4 team-building activity, managing logistics, vendor outreach, and scheduling.
- Proposed corporate training workshops on presentation and leadership skills by liaising with external vendors to align with company goals.
- Supported cross-functional administrative operations, streamlining communication and scheduling processes that improved coordination efficiency across five departments.

EmpowerU *Sep 2023 - May 2024*

Programme Management Assistant Intern (Hybrid)

- Contributed to the development and refinement of training programme materials, ensuring stronger alignment with organizational goals and improving clarity across community-focused initiatives.
- Coordinated and delivered 10+ workshops and events with 30–80 participants each, managing logistics, scheduling, and on-site operations to ensure smooth execution and positive participant feedback.
- Translated complex government policies and legal documents into concise internal briefs, improving the team's planning and communication efficiency.
- Launched and facilitated a mentorship initiative for ethnic minority students, designing and delivering interactive sessions for 20+ participants that fostered confidence, community, and personal growth.

OTHER WORK EXPERIENCE

Delia Memorial School (Broadway) *Sept 2022 - Present*

SEN Tutor (Part-time)

- Support alma mater by assisting SEN students through individualized tutoring sessions, gaining exposure to adapting instruction

- Practice distilling complex ideas into straightforward explanations tailored for diverse learners, an important consultative skill

Y.M.C.A. of Hong Kong Christian International Kindergarten/Nursery

Jul 2023 - Aug 2023

Teaching Assistant (Part-time)

- Assisted an educator with preparing educational materials and displays, gaining exposure to curriculum development processes over one month.
- Supported classroom instruction by engaging students in guided activities, developing my abilities to communicate clearly and build rapport with young learners.

EXTRA-CURRICULAR ACTIVITIES

- Collaborated with a team of 11 students to launch and operate a start-up, becoming the first group to achieve profitability post-pandemic, generating a 10% return through revised marketing and cost-management strategies.
- Helped internationalize and integrate university campus by organizing a Student-Initiated Project promoting Turkish culture with over 80 participants
- Muslim Association: Managing all financial aspects including budgeting, fundraising, and financial reporting, ensuring efficient resource allocation for events and activities

SCHOLARSHIPS & MENTORSHIPS

- Empower by The Amber Foundation: Empower Mentorship Program (8th Cohort)
- Swire Mentee 2025
- Herbalgy Exchange Scholarships 2023/24
- Michelle Deng & Michael Chan Scholarship 2023/24
- The Zubin Foundation: Young Women Scholarship 2022

LANGUAGES

- Urdu, Native
- English, Professional Working Proficiency
- Cantonese, Conversational, Proficient Listening Skills
- Punjabi, Elementary Proficiency
- Korean, Basic