**Armila**

**Armila.337969@2freemail.com**

**PERSONAL/ CAREER SUMMARY**

A self motivated, talented & result oriented individual with professional exposure of 2 years.
A lady with a mission to become an HR Professional to serve my Vision stated below,

"Provide Opportunities to those who are seeking them. Descend the ratio of unemployment, placing right candidate on the right job and optimize the Professional Growth rate."

Now seeking a competent position in HR & Admin Department of a well versed organization.

**CAREER HISTORY**

**HR Officer April 2015- Present**

***Genova Next( IT Company & Call Center)***

* Writing up professional job adverts.
* Schedules, conduct and coordinates interviews
* Obtain and consolidates interviewer feedback following candidate interviews.
* Supports the background clearance, pre-employment and random drug-screening processes, and communicates with candidates regarding status.
* Maintain (Database) of Scheduled, Interviewed, Selected & non-selected candidates with the reasons of selection & vice versa.
* Assist Recruiters in conducting HR Orientation for New Hires.
* Putting together new employee starter packs.
* Setting up, monitoring and then tracking employee probationary periods.
* Carrying out background and reference checks on prospective employees.
* Acting as the first point of contact for anyone enquiring about a vacancy.
* Maintenance of the HR records and systems.
* Keeping track of any employee anniversaries and awards they are due.
* Developing reports for CEO on staff sick leave, absences And holiday leave.
* Providing professional advisory support to company employees.
* Processed payroll information in a accurate and timely manner.
* Filed electronic and hard copy documents.
* Handled all employees for time off requests and grievances.

 **Admin Assistant** **2013**

***Techno Rays Karchi (IT Company)***

* Ensuring the department complies with all recruitment & Accounts Policies, Laws, and Regulations.
* Followed up on all outstanding issues.
* Escalated operational issues to senior management.
* Analyzed complex data and documentation.
* Prepared high quality paperwork and documentation.
* Handle client queries/requests for information.
* Determination of their expectations/requirements, monitor client satisfaction and obtain feedback.
* Participate in other marketing activities using e-mail.
* Set the meeting Schedule for the HOD to visit the prospective client if necessary for the settlement of issue/complain regarding connectivity
* Note significant findings of the meetings between clients & the HOD and generate “Minutes of meeting” to the client.
* Participate in carrying out competitor’s analysis.
* Co-ordinate in the pre-qualification process initiated by the clients.
* Send Invoices to the clients & follow up them in respect of the outstanding receivables.
* Carry out any other activity assigned by the HOD
* Additional duties as required.

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| **ACADEMIC QUALIFICATIONS** |  |
| ***Karachi University***  |  |
| BBA ( In process)  |  |  |
| ***Govt. Gulshan Girls College***  |  |
| Inter (Pre-Medical) |  |
| ***Mehran School*** |  |

Matric

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| **KEY COMPETENCIES AND SKILLS** |  |

***Human Resources and Recruitment***

* Interviewing & negotiating with candidates.
* Developing procedures, policies & standards for recruitment. .
* Handling all confidential information in a professional manner. .
* Having in depth conversations with people over the phone & face to face.

***Professional Skills***

* Working in fast paced, high transaction volume environment.
* Ability to organize & prioritize workload within any setting.
* Knowledge of monitoring progress in a employees career.
* Completing all tasks in a timely, organized and professional manner.
* Able to work on multiple projects simultaneously.
* *Presentable*
* *Great Communication Skills*
* Able to work closely with other professionals as part of a team.
* Strong influencing and communication skills.
* Ability to pick up new skills and knowledge quickly.
* Can function in a fast-paced environment.
* Comfortable with being the ‘go to’ person in a company.
* Thinking laterally to create options and solutions.
* Positive ‘can do’ attitude towards work.

**REFERENCES:** Will be provided on request...