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**RANA**

**Rana.351306@2freemail.com**

Objective: Seeking a Long Term Career with a leading organization to enhance my skills and experience in the field of Human Resource and Services.

**Key Skills:** HRMS, Record keeping, Letter writing, Communications, Solution focused, Strong process and system handling.

Professional Experiences:

Organization: Pakistan Telecommunication Authority

Designation: Management Trainee Officer Human Resource (Contract)

Period: August 2016 – February 2017

Location: Islamabad, Pakistan

Job Summary

Responsible for working alongside managers and accepting delegated responsibilities and duties with the goal of eventually becoming a manager.

Job Profile:

* Assisting Human Resource Manager
* Work in different departments to gain perspective, including customer services, Administration, Government and External Affairs, and other departments.
* Work with other managers to plan and direct the work of the organization.
* Assisting employees with leave queries, managing and monitoring their leave applications through Leave Tracking Database
* Maintain diary, arrange meetings and appointments and provide reminders
* Work enthusiastically in preparing letters, salary certificates, experience letters etc. for employees in a timely and accurate manner
* Maintain centrally organized record of employee’s personal file, update records and documents for all employees and also scheduling of meetings, interviews with candidates.
* Be familiar with all HR Policies and provide accurate advice to employees.
* Salary, Leave Salary Calculations. Assisting in Payroll.
* Data entry (Employee record).
* HRMIS reporting and other related assignments.

Key Competencies

* verbal and written communication skills
* problem analysis and problem solving
* organizational skills
* attention to detail
* judgment
* adaptability
* team work

Profile:

* Preparation of payroll and Salary
* Basic training related to Human Resource Management.
* Maintaining of Human Resource files & archives

**Education:**

* **MBA** (Human Resource Management), CGPA 3.5/4 –Preston University Islamabad, Pakistan. 2016
* **B.com** - University of the Punjab, Pakistan. 2010

**Other Skills:**

* **Computer Skills:** HRMS(Intermediate Level), Word, Advance Excel, Outlook.
* **Languages:** English, Urdu, Hindi, Punjabi.