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| **Shumaila**  | [Skills Portfolio](#_Skills_Portfolio)* [Human Resources](#_Human_Resources)
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| **Shumaila.360001@2freemail.com** |

# Skills Portfolio

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| --- |
| Human Resources |
| * Recruitment& Selection
* Policies and Procedures
* Compensation and Benefits
 | * Talent acquisition
* Career Counselling
* Employee Grievances
 | * Performance Management
* Training & Development
 |
| Management |
| * Team Management
 | * Event Management
 | * Program Management
 |
| Software |
| * HRMS(Oracle Based)
* SARP ERP
* MS Office
 | * Jira
* Unfuddle
* HP Quality Center
 | * Adobe Photoshop
* Corel Draw
* Visio
 |
| General |
| * Communications
* Client/ Customer Communications
 | * Reporting
* Multitasking
 | * Analytical & Problem Solving skills
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# Professional Qualification

**Master’s in Business Administrations Pass-out Year 2013 || Grade: A (70%)**

Specialization in Human Resource Management

Allama Iqbal Open University, Pakistan.

**Bachelors in Computer Sciences Pass-out Year 2005 ||CGPA: 3.95/4.00**

Major in Computer Sciences

The University of Lahore, Pakistan. ([Back to Top](#_top))

# Professional Experience

**Kafka Welfare Organization**

**HR & Admin Manager (March 2016-March2017)**

* Responsible for entire cycle of recruitment, selection and orientation.
* Responsible for creating and maintaining human resource policies and procedures.
* To create and maintain records of employee and HR Documents in both hardcopy files and soft copies in Computer system.
* To perform job analysis and create/update job descriptions, Job Specifications and Jobs Advertisements.
* Responsible for updating Company social media profiles on channels like Facebook, Blog, twitter and LinkedIn.
* To supervise attendance and payroll.

**Dot Print (PVT) LTD**

**HR Manager (Jan 2016-March 2016)**

I was mainly responsible for Policies and Procedures, Recruitment and Selection, Job Analysis, Employee Grievance, Compensation and Benefits – Social Security & Employee Old Age Benefit, Training and Development and Performance Management.

**Development Dimensions Society**

**HR Generalist (Role: HR Manager) (April 2013 – Dec 2015)**

* **Talent Acquisition:** Recruitment and selection for permanent employment and volunteers.
* **Job Analysis:** To perform Job Analysis to hire the right candidate on right job.
* **Employee Engagement:** Keeping healthy relations with the permanent employees and volunteers.Developed/ implemented and executed volunteer engagement policy to invite, engage and to sustain volunteers on long term basis with organization for different interventions.

**Development Dimensions Society**

**Trainee Officer (Sep2011– Feb 2013) (Part Time)**

**Program Management, Trainings & Career Counselling:** To organize internal and external trainings for the in-house employees and for external Volunteers. To provide starters with career development services under career management program. I worked side by side with Director Planning research and development to formulate training programs.

**Software Quality Assurance Engineer**

**GameView Studios (Feb 2012 to Sep2012)**

This role included the responsibilities of SQA for Mobile Games. An effective analysis of the project requirements are done and the project testing delivery estimates are formulated following Test Plan and Test Cases Review. In Addition, I was responsible for task allocation to team members, follow up on Customer Service Issues and performing black box testing.

**Software Quality Assurance Engineer**

**i2c inc (Nov 2010 to Feb 2012)**

Performed Black box testing including GUI Testing/ Usability testing, Database testing. The other major responsibilities included under this title are Test Case Development, Defect Reporting and Co-ordination with the developers to synchronize with defect tracking system, Generating Bug reports and Effective follow ups till fixation and after Fixation of bugs.([Back to Top](#_top))

### **Associations & Memberships at i2c inc, Lahore**

**Buddy Program (August 2011 to Feb 2012)**

I was a part of Buddy program in i2c inc. The purpose of Buddy program was to retain the employees and build a positive attitude towards the Company.

**Responsibilities:**

1. Guiding the new joiners of the different processes of the organization
2. Making them feel comfortable and get acquainted with the environment
3. Introducing to other team members and build a friendly relationship
4. Encouragement
5. Problem Solving
6. Maintain confidentiality of the joiner to assist him/her in the problematic situations. ([Back to Top](#_top))

### **Content Developer for Data Communications Course**

### **Virtual University/ Virtual Television (July 2004 to Feb 2005)**

I was responsible for Quality Assurance of the Lectures, Video Insertion of Lectures with the help of Virtual Television Editors, making of Handouts for the Lectures, making of Assignments for the Course, conversion of Power Point Slides in to Flash Animated Slides with the help of Graphic Designers and content Management of the Lectures Slides.

### **Teacher Assistant for Data Communications**

### **The University of Lahore (Sep 2003 to Feb 2004)**

I was responsible for making and checking assignments and quizzes. I was responsible for conducting invigilation during exams and m then formulating results. In visiting hours, I addressed students queries related to data communications. ([Back to Top](#_top))

# Volunteer Experience & Causes

**Education is the solution to the challenges of Pakistan Future:** An education forum by Alif Ailaan & Kafka Welfare Organization, an NGO.

**Role: Moderator**

**Youth Human Rights and Democracy Forum:** An opportunity for sustainable development by Development Dimensions Society.

**Role: Event Manager, Host, Moderator**

**Project Smart Vote by Smart Youth:** A national civic and human rights education program by Development Dimensions Society.

**Role: Trainee**([Back to Top](#_top))

# Trainings and Workshops

**Concepts of Process Management**

The training focuses on the processes to improve the outcome of the project.

**Managing Meetings for Result**

A training focusing on how to organize and conduct meetings systematically, efficiently, effectively and with a focus on results.

**Success: Beyond Technical Skills**

Exploring success secrets prior to technical expertise.

**Exploring the World of Management through Case Studies:** I conducted Case studies in Pearl Continental Hotel Lahore, Holiday Inn Lahore, Virtual University, Virtual Television, The University of Lahore and Haier Company so as to explore the strategies behind strong and effective management by meeting their gurus.

**Workshops and Seminars Leading in the Right Direction** I have attended workshops and seminars on Strong Leadership and Management lectured by Shoaib Ahmad (Human Resource Manager, Walls Unilever), Masood Ali Khan (Chief Executive, Takhleeq Designing) and Khalid Sahib (Owner of Khalid Book Depo). ([Back to Top](#_top))

### **Sports**

**Member of Sports Committee:** I was member of sports committee in i2c inc. Sports committee is supposed to organize different sports related events in the company.

Runner Up in Women Double Badminton Champion Ship. ([Back to Top](#_top))

# Personal Details

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| D.O.B | 11th Sep, 1982 | Current Location | Sharjah, UAE |
| Marital Status | Single | **Total experience** | 5 years in HR/ 3 years in IT/ 1.5 Years in Education |

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