**Nayab**

**Email ID:** **nayab380466@2freemail.com**

**Objective Statement**

Undertaking with a vision of entering in a venerated organization to endeavor with my full potential with sincerity, dedication, responsibility and hard work to be a part of the growth and dignity of the organization with a conviction that the triumph of that organization is ultimately my own attainment

**Educational Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **INSTITUTION** | **DURATION** | **DEGREE** | **MAJORS** |
|  |  |  |  |
| The Superior College | 2013-2016 | MBA | HRM |
|  |  |  |  |
| The Islamia University | 2011-2012 | B.Com | Commerce |
|  |  |  |  |

**Work Experience**

|  |  |  |
| --- | --- | --- |
| **COMPANY** | **POST** | **DATE** |
|  |  |  |
| Aspire Group of Colleges | HR Executive | Dec. 1, 2016 --- Jan. 31, 2018 |
|  |  |  |

\*(Excluding 3 months Internship)

**Job description:**

* Maintaining HR records
* Managing workplace safety issues
* Recording, maintaining and monitoring attendance to ensure employee punctuality
* Keeping records of staff
* Preparing and processing timely distribution of salary slip
* Maintaining and regularly updating master database of each employee
* Communicating and explaining the organization's HR policies to the employees
* Conducting various welfare activities
* Preparing letters such as offer and confirmation
* Implementing and administering performance management processes
* Handling the recruitment whole recruitment process
* Reviewing resumes and applications
* Conducting first round of telephonic interview for the candidates to schedule interviews
* Conducting initial orientation to newly hired employee
* Supporting HR Manager with human resources projects
* Budgeting and procurement of office supplies
* Helping with the implementation of effective performance management
* Supporting line management with performance related challenges
* Conducting exit interviews to identify reasons for employee’s termination

**Strengths**

* Strong ability to communicate in English effectively in oral as well as written form.
* Very good acquaintance of Human Resources in a large organization and can tackle any kind of job entitled to me.
* Adequate knowledge of accounts
* Exceptional ability to maintain proper mental attitude and physical stamina to deal effectively with employees, directors and managements contact while meeting deadlines and working under pressure.
* Very hardworking, versatile, self-motivated and confident to accept challenges.
* A strong focus on delivering results

**Personal Aptitude**

* Team management
* Time management
* People management
* Written communication
* Logical thinking
* Attention to details
* Ms Office
* ERP
* Email handling
* Fax/Scan
* HRIS

**Personal Information**

Nationality: Pakistani

Date of Birth: 1-1-1994

Languages Known: English, Urdu

Visa Status: Visit Visa

Marital Status: Single

**References**

References will be furnished on demand.