**Farah**



Position: **HR Executive/ Recruiter / HR Generalist/ Office Management**

Industries worked for**: FMCG, Manufacturing, Education and Consulting**

Experience: **09 Years**

Educational Qualifications: **MBA, MHRM**

Key Skills: **Recruitment & Selection, Interpersonal skills, People Management,**

**Project Management, Strong Communication skills, T &D,**

**Relationship and Conflict Management, Advanced Microsoft Office Skills,**

**Performance Management, Counseling and Mediation**

Current Location: **Dubai, UAE / Visa Expiring: July 10, 2018**

Availability in UAE: **Available to join immediately.**

Email:**farah.380911@2freemail.com**

**Career Summary**

* Presenting 9 years of international and diversified experience in well-known industry environments including FMCG, manufacturing, Education & Consulting.
* Hands-on experience in capacity of HR, Office Management and Administration
* Excellent English communication skills both in written and verbal

**Major Roles in Various Organizations**

* Office Manager at Nisar & Sons Sdn Bhd, Malaysia - June 2016 till date
* Student Recruitment Officer at London School of Commerce - April 2015 to Feb 2016
* HR Executive at Treet Corporation Limited - Sep 2007 to Mar 2014
* Asst Admissions and Admin Officer - June 2006 to July 2007

**Education Qualification**

* Master’s in Business Administration - London School of Commerce - 2015
* Master’s in Human Resources Management - University of the Punjab - 2012
* Diploma in Human Resources Management - Lahore American College - 2007

**Computer Skills/Software Skills**

* Advanced MS Office skills (Word, Excel, PowerPoint)
* Oracle
* ERP

**Seminars / Training / Co-Curricular Activities**

* 7 Habits of Highly Effective People - Stephen Covey Institute, Lahore, Pakistan
* Diploma in Conflict Management - University of the Punjab, Lahore, Pakistan
* Certificate in Assessment and Workplace Training - Train the Trainers, at University of the Punjab
* Basic First-Aid Training - In-House Training at Treet Corporation Ltd
* Diversity Management - In-House Training at Treet Corporation Ltd
* Microsoft Excel Advanced - Pakistan College of Computer Sciences

**Employment Record**



**Job Position : Office Manager**

**Year : June 2016 - till date**

*Nisar & Sons Sdn Bhd Is a premium tube-ice manufacturing Company that works with SMEs, Managing and coordinating all office administration functions and supervising a team of 5 administrative assistants.*

*As an office manager I am providing support to the entire organization with multiple management tasks including payroll, filing, correspondence, supply requisitions and overall office administration. Major areas under domain are communicating job expectations; planning, monitoring and appraising job results, counseling, coaching and disciplining employees; developing, coordinating and enforcing policies, systems and procedures.*



**Name of the Company: London School of Commerce**

**Job Position : Student Recruitment Officer**

**Year : April 2015 – February 2016**

 *LSC is one of the top MBA colleges in London which offers degree courses in Management, Finance, Business, IT and hospitality. Managed students’ portfolio towards the course recommendations and supervised a team of 4 student representatives.*

* Successfully achieved 100% of the given targets of recruiting 15 students in a span of  4 months and increased Company's **revenue** by MYR 1 million
* Developed a comprehensive line-of-communication with the education consultants and student recruitment agencies along-with managing online portals that saved Company's travelling budget by 40%
* Developed and implemented new strategies for student recruitment that resulted in the cost reduction by 20%

**Name of the Company: Treet Corporation Limited, Lahore, Pakistan**



**Job Position : HR Executive**

**Year : September 2007 – March 2104**

*A leading FMCG group that Manufacture top quality shaving products for the last 50 years. Managed overall HR functions including recruitment and selection, staffing, training and development, performance appraisals, employee relations and handled the database of more than 2500 employees.*

* Developed HR record retention system and managed ERP/ HRIS module feasibility process.
* Initiated revision of outdated employee handbook and developed new HR policies  aligned with   Organizational SOP's
* Effectively used and managed social media LinkedIn and other online portals for the recruitment process
* Successfully implemented Management Attendance and Leaves system as a whole **in 6 months** for the first time in the Organization and trained a team of 8 members
* Successfully recruited 25 candidates for several positions in different departments of the Organization
* Revamped the performance appraisal system with redefined KPIs, lead the performance management system with fair and transparent evaluation



* **Name of the Company: SEB’s Communication Skills, Lahore, Pakistan**
* **Job Position : Asst Admissions and Admin Officer**
* **Year : June 2006 – July 2007**

 *A leading English center that offers Int'l standardized tests including IELTS, TOEFL, GMAT and GRE. Recruited for students admissions and control overall office administration.*

* Trained, developed and managed a staff of 15 employees
* Successfully counseled and recruited a group of 35 students in 6 Months time and awarded as the best employee of the year