**BEENISH**

**HR/Admin/Recruitment**

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| **ACHIEVEMENTS:*** Developed and implemented recruiting strategies to meet high volume staffing goals.
* Developed a management attendance policy which has reduced absenteeism.
* Trained, inducted and coached new staff members.
* Implemented insurance and exit interview policy.

**KEY COMPETENCES**1.Talent Acquisition 4. Conflict Management2.Candidate Sourcing & Screening 5. Psychometric Testing 3.Placement & Onboarding 6. Payroll **WORK EXPERIENCE****Recruitment Officer (Pakistan)** May 2015- December 2017*Alliance Resource** New and existing employees training and orientation.
* Provide Recruitment & Selection administrative support for the team, reporting to the Manager HR.
* Preparing official letters such as employment letter, experience letter, visa letter, appointment letter, Probation Extension letter, Warning letter, Termination letter etc.
* Performing in- person and telephonic interviews with candidates
* Maintaining an active and organized data bank of applicants for various positions
* Maintaining employee information in databases and ensure appropriate modification
* Handling Medical Insurance for Employees
* Designed Employee Detail Form and other forms as needed
* Working on the Job Descriptions of the employees
* Performing Reference and background checks

**Admission Officer (Pakistan)** Sept 2014- May 2015*Kid Kampus** Presents the school program to prospective students and parents
* Handle the enquiries, applications efficiently
* Manage and monitor application forms and all supplied documents
* Arrange and conduct tour of school
* Make arrangement for admissions testing
* Prepare students files
* Act as Parents Relationship Manager

**HR & Admin Assistant (Pakistan)** July 2014- Sept 2014*Engineering General Consultant EGC (Pvt) LTD* * Maintain human resources records by recording new hires, transfers, terminations.
* Orient new employees by providing orientation information packets, reviewing company policies.
* Work on HR Database
* Performing reference and background checks.
* Travelling arrangements
* Organizing office Meetings/ Events
* Preparing monthly staff statistics
* Preparing and Updating lists for Group Life Insurance and EOBI, etc.
* Prepare details of staff increments and benefits
* Coordination with Project Offices
* Assistance in Implementation of HR Procedures
* General Administrative Support to Staff

**HR Officer (Pakistan)** Nov 2011- Jan 2013*Pak Package** Recruiting, training and developing staff
* Making sure that the staff get paid correctly and on time
* Looking after the health, safety and welfare of all employees
* Monitoring staff performance and attendance
* Administrative and personal services.
* Supervising payroll and personal administration (Attendance, leaves)
* Ensure data is entered into the system
* Issue, code and authorize purchase orders
* Administer employment agreement.

**EDUCATION**Institute of Business Administration 2011-2013**MBA (Specialization in HR)**Institute of Business Administration 2007-2011**BBA (Specialization in HR)** |  Beenish.381557@2freemail.com    Visa Type: Visit Visa**Software**:MS OfficeHuman Resource Information System (HRIS)Resume Data Base |
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***References Upon Request***