**Maryam**



***Human Resource Management Professional***

Email: [maryam.388163@2freemai.com](mailto:maryam.388163@2freemai.com)

* Qualified and experienced HR professional with blend of academic credentials, analytical agility & relentless enthusiasm towards human resource management procedures, policies implementation, training and development activities
* Performance-oriented professional having ability to manage multiple projects. Capable of initiating collaboration at all levels of organization, rendering participation in administrative tasks, monitoring attendance timings and maintaining salaries records
* High-performing and dedicated team player who can deploy participative management style in fast-paced corporate environment with diverse workforce to drive goal-oriented performance & can imply process improvement techniques

**CORE STRENGTHS & ENABLING SKILLS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Human Resource Management |  Performance Appraisal & Conflict Management | |  | Training & Development |
|  | HR Policies Execution |  | Customer Risk Profiling & People Management |  | Business Communication |
|  | Strategic Succession Planning |  | Employee Relation Management |  | Interpersonal Skills |

**PROFESSIONAL EXPERIENCE**

**Jotix Technologies, Lahore, Pakistan**

Worked as **“*HR Officer”,*** October 2014 – November 2018

**Responsibilities/Accomplishments:**

* Effectively participated in customer relationship, recruitment and logistics enhancement projects. Managed procedures of compensation, benefits, employee orientation, employee development and training activities
* Expertly handled orientation and documentation for department. Provided support in recreational activities for organization; periodically reported to department Manager

***Key Achievement:***

* Successfully established and managed co-working space while generating leads

**PROFESSIONAL QUALIFICATIONS**

* **Virtual University, Lahore, Pakistan** (2009–2011)

MBA – Human Resource Management

* **Govt. Gulberg College, Lahore, Pakistan** (2007–2009)

B.Sc – Computer Science