**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 Management  2.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](mailto:Beenish.381557@2freemail.com)      Visa Type: Visit Visa  **Software**:  MS Office  Human Resource Information System (HRIS)  Resume Data Base |
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***References Upon Request***