



Zara Aiman

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ABOUT MYSELF

As an HR and Policy Specialist, I am dedicated to creating inclusive workplaces and aligning policies with strategic goals. With experience in talent management and compliance, I focus on empowering individuals and driving positive organizational change. Currently, I'm expanding my expertise through specialized studies, aiming to make a meaningful impact in the HR field.

WORK EXPERIENCE

360 Recruitment Manager & HR Generalist

Source-Mate LTD [09/2023 – Current]

City: Bahawalpur | **Country:** Pakistan

- Client Management:** Build relationships, consult on recruitment needs, and negotiate terms.
- Business Development:** Identify and pursue new clients, network, and pitch services.
- Candidate Sourcing:** Advertise roles, screen candidates, and manage talent pools.
- Operations:** Maintain databases, ensure compliance, and report on activities.
- Team Leadership:** Mentor junior staff and set recruitment goals.
- Financials:** Manage budgets, fees, and invoicing.
- Candidate Relations:** Ensure positive experiences and provide career advice.

HR & Operational Manager

Ultimate Outsourcing LTD [09/2022 – 09/2023]

City: Bahawalpur | **Country:** Pakistan

- Build and maintain strong, long-term relationships with key Clients
- Act as the main point of contact between the client and the outsourcing firm
- Gain an in-depth understanding of the client's business, goals, and challenges
- Develop and implement account plans to meet the client's objectives and expectations
- Create strategies to grow the account and increase revenue

Executive Management Assistant & HR Operations

SEDS (Smart Engineering Design and Solutions) [11/2018 – 09/2020]

City: Islamabad | **Country:** Pakistan

- Managed calendars, scheduled appointments, and arranged meetings and conferences
- Prepared and distributed reports, presentations, and other materials
- Handled confidential documents and maintained their proper organization
- Coordinated travel arrangements and accommodations for executives and guests

Human Resources Specialist

Mindbridge LTD [02/2016 – 10/2018]

City: Lahore | **Country:** Pakistan

- Assisting in the recruitment process by posting job listings, screening resumes, and scheduling interviews
- Maintaining and updating employee records, including benefits and attendance
- Assisting in performance appraisal processes and tracking employee performance data

4. Coordinating training sessions and helping employees with development opportunities
5. Handling various HR-related administrative tasks and duties

EDUCATION AND TRAINING

Masters in Public Administration

Islamia University of Bahawalpur [09/2020 – 09/2022]

City: Bahawalpur | Country: Pakistan | Website: www.iub.edu.pk | Level in EQF: EQF level 6

Bachelors in Arts

University of Sargodha [08/2018 – 08/2020]

City: Lahore | Country: Pakistan | Website: su.edu.pk | Level in EQF: EQF level 6

Certificate of Examination Administrator

IUB

City: Bahawalpur | Country: Pakistan | Website: iub.edu.pk | Level in EQF: EQF level 6

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s):

English

LISTENING C1 READING B2 WRITING C1

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

DIGITAL SKILLS

SEO-Management / Microsoft Office (Outlook, Excel, Word, PowerPoint) / Google Rankings / "SEO"/"SEA"/"SMO" / Certified, Basics of Digital Marketing by Google learning / Communication (Skype Zoom TeamViewer) / Strong Time Management

VOLUNTEERING

[04/2021 – 05/2021] Islamia University of Bahawalpur

Event Organizer to Entrepreneurship Society

Role Overview

The Volunteer Event Organizer will be responsible for planning, organizing, and executing events that promote entrepreneurship and innovation within the university. This individual will collaborate with society members, faculty, and external stakeholders to ensure the smooth running of events that inspire and engage the student body in entrepreneurial activities.

Key Responsibilities

1. Event Planning & Coordination:

- Develop event concepts and propose ideas aligned with the society's goals.
- Coordinate event logistics, including scheduling, venue selection, and resource allocation.
- Work closely with faculty advisors and society members to ensure timely event execution.

2. Marketing & Promotion:

- Design and implement marketing strategies to promote events through social media, email campaigns, and posters.
- Coordinate with the university's communication department to reach a wider audience.
- Engage with the student community to increase participation.

3. Stakeholder Engagement:

- Liaise with guest speakers, sponsors, and external vendors to secure partnerships and resources.
- Ensure that all stakeholders are well-informed and prepared for their participation in events.

4. Budget Management:

- Assist in managing the event budget and ensure resources are used efficiently.
- Seek out sponsorship opportunities and in-kind donations to support events.

5. On-the-Day Event Execution:

- Lead event setup and ensure everything runs smoothly on the day of the event.
- Oversee volunteers and assign tasks to ensure that the event operates efficiently.

6. Post-Event Reporting:

- Conduct post-event evaluations to assess success and identify areas for improvement.
- Collect feedback from participants, volunteers, and stakeholders to refine future events.

CONFERENCES & SEMINARS

[19/03/2021 – 23/03/2021] Islamabad

International Conference on Federalism, State and Society

Participated in the International Conference on Federalism, State, and Society, engaging with global experts on the intersection of governance, federalism, and societal dynamics. Gained insights into the role of federal structures in political stability, conflict resolution, and regional autonomy. Actively involved in discussions and workshops, enhancing my understanding of contemporary issues in federalism and its impact on state governance.

[11/08/2022 – 14/08/2022] Bahawalpur

International Conference on Centralized and Decentralized Governance Systems

Attended the International Conference on Centralized and Decentralized Governance Systems, where I explored the dynamics and implications of different governance models. Engaged in discussions on the balance between central authority and regional autonomy, and their impact on policy implementation and public administration. Participated in workshops and panels, gaining insights into the benefits and challenges of both governance systems in various political and social contexts.

RECOMMENDATIONS

Name: Prof. Dr. Syed Musawwar Hussain Bukhari | Professor / Head of Department

Zara has consistently demonstrated a keen analytical mind, particularly in her research on public policy. She possesses a remarkable ability to analyze complex issues, identify patterns, and develop insightful solutions. Her research work has always been thorough and well-structured, showcasing her proficiency in understanding and navigating policy frameworks. She is not only capable of conducting detailed research but also excels in presenting her findings clearly and persuasively, making her a valuable asset to any team focused on policy analysis or development.

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Name: Dr. Shakil Akhtar | Associate Professor

What sets Zara apart is her passion for making a positive impact. Whether working on research projects or managing teams, she approaches each task with a sense of purpose and a genuine commitment to excellence. Her collaborative nature and professionalism make her a pleasure to work with, and her leadership potential is evident in everything she undertakes.

I have no doubt that Zara will excel in any research or leadership role she pursues in public policy, HR, or management. She is driven, talented, and fully capable of contributing significantly to any organization fortunate enough to have her. I wholeheartedly recommend her for this opportunity and am confident that she will exceed all expectations.

E-mail: shakil.akhtar@iub.edu.pk | Phone number: (+92) 3447084800

Name: Dr Shehzad Ali Gill | Head of Department

"I am pleased to recommend Zara Aiman for a Public Policy Researcher. I have had the privilege of working closely with Zara as their professor at IUB, and I can confidently say that they are an exceptional research student with immense potential. Zara has consistently demonstrated a strong commitment to their research work, showing a keen understanding of HR and Public Policy. Their ability to analyze complex problems, develop innovative solutions, and conduct thorough research is truly commendable. She has also exhibited excellent organizational skills and attention to detail, which are critical in producing high-quality research."

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Name: Dr Arif Jameel | Postdoctoral Research Fellow

One of the most impressive aspects of Zara is their intellectual curiosity and drive to explore new ideas. She have taken the initiative to engage deeply with the subject matter, often going beyond the scope of the research project to gain a broader perspective. This proactive approach has resulted in insightful contributions to Public Policy.

I am confident that Zara will continue to excel in their future academic and professional endeavors. Their passion for research, combined with their skills and dedication, make her an outstanding candidate. I highly recommend Zara without reservation and believe that she will make significant contributions to your organization.

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