

Driven HR professional with a strong analytical and leadership foundation, passionate about making a positive impact have proven record in managing end-to-end recruitment, onboarding, and HR compliance across multiple functions. Highly adaptable, resilient, and committed to continuous learning.

EDUCATION

Bahria University Islamabad. 	Islamabad, Pakistan 2020- 2022
Master of Philosophy in Management Sciences (HRM) Thesis (The Impact of Green Management Initiatives on Organizational Green Performance with the Mediating Role of Green Transformational Leadership). <i>Silver Medalist Two-time Scholarship Recipient for Highest GPA</i>	
COMSATS University Islamabad	Islamabad, Pakistan 2016- 2020
Bachelor of Science in Business Administration Majors in Finance	
Army Public School & College-Fort Road	Rawalpindi, Pakistan 2015 - 2016

EXPERIENCE

<i>Foundation University Islamabad. (Visiting Lecturer)</i>	Sept 2024
- Developed and implemented interactive activities to engage students in critical thinking - Created course materials, assessments, and assignments to evaluate student learning outcomes. - Provided academic support and guidance to students, ensuring they grasp key concepts for their academic success	
<i>Bestway Group of companies. (Management Trainee Officer)</i>	Islamabad, Pakistan Oct 2023 - Oct 2024
- Managed the end-to-end recruitment process across all locations, ensuring compliance with the recruitment policy. - Drafted job descriptions, shortlisted candidates, and coordinated interviews while negotiating compensation. - Organized and facilitated onboarding, including Trainee Engineers/MTOs/Apprentices induction, documentation, and initial formalities. - Managed employer branding activities and collaborated with universities for talent acquisition. - Maintained accurate employee records in SAP and handled EOBI letters and overtime hours management. - Planned and organized multiple recruitment drives, ensuring timely filling of vacancies.	
<i>Fatima Jinnah Women University (Assistant Accounts Officer)</i>	Islamabad, Pakistan Mar 2023-Sep 2023
- Coordinate with vendors and suppliers to resolve any billing discrepancies. - Prepare and process payments in a timely manner. - Assist in the development of annual budgets for various departments and projects. - Process and verify invoices, ensuring accuracy and adherence to budgetary allocations	
<i>Fitness Studio (Advertisement Content Creator and Fitness Trainer)</i>	Islamabad, Pakistan Jan 2020-Sept 2023
- Crafted captivating content for the gym's social media platforms, driving member acquisition. - Designed and implemented client-focused fitness training programs, enhancing satisfaction and retention rates.	
<i>Attock Oil Refinery Ltd. (Internee)</i>	Rawalpindi, Pakistan July 2019-Sept 2019
- Collaborated with the finance team to analyze financial data and reports - Assisted in processing invoices, tracking payments, and managing vendor relationships. - Developed a deeper understanding of financial software and tools commonly used in the energy industry.	

Skills & Certifications

- Technical Skills: Proficient in MS Office, SAP Business-One ERP, SPSS, and SmartPLS for statistical and data analysis
- Core HR Expertise: Recruitment & Onboarding, Employee Relations, HR Compliance, Data Analytics
- Certifications: MS Office, SAP Business-One ERP, Graphic Designing, Spoken English
- Leadership: Demonstrated strong leadership skills through end-to-end recruitment drives, university collaboration, and cross departmental projects