

Zain Ahmed Malik

0317-5087824 | zainm5436@gmail.com | www.linkedin.com/in/zain-ahmed-malik-86aa63221

Profile

A proactive and adaptable professional with 3 months of HR experience and 2 years of administrative expertise, offering a solid foundation in recruitment, onboarding, and HR operations. Demonstrating a strong ability to streamline processes, support talent acquisition efforts, and maintain HR systems with high attention to detail. Skilled in handling sensitive information, improving efficiency, and providing exceptional support to both employees and management. Eager to apply a blend of administrative excellence and emerging HR knowledge to drive operational success and contribute to a high-performing HR team.

Experience

JUNIOR ASSISTANT | NUST UNIVERSITY | APRIL 2022 – PRESENT

- Overseeing the processing of applications, ensuring all documents are complete, accurate, and meet program requirements
- Addressing admission-related queries from both local and international applicants via emails, phone calls, and in-person meetings, ensuring clear and accurate information is provided
- Maintaining accurate records in the admissions database, tracking the status of applications, and ensuring timely entry of applicant data. Generate reports on admissions metrics, trends, and application status for internal stakeholders
- Responsible for creation and management of student profiles on NUST portal, ensuring that all personal, academic, and application information is accurate and up-to-date in the admissions system
- Managing MS graduates data as well as student withdrawals
- Working closely with financial aid/scholarship department, fee affairs and the registrar's office to ensure a seamless applicant experience and efficient enrollment processing
- Identifying opportunities for enhancing admissions processes, recommending solutions to improve operational efficiency and student satisfaction

TALENT ACQUISITION TRAINEE | KHUSHALI MICROFINANCE BANK | DEC 2021 – FEB 2022

- Supported the end-to-end recruitment process, from job postings and candidate sourcing to scheduling interviews and preparing offer letters
- Identified and engaged potential candidates through various channels including job boards, social media, and networking sites
- Conducted initial candidate screenings, assisted with interview scheduling, and coordinated with hiring managers to ensure a smooth interview process
- Managed the onboarding process for new hires, including preparing onboarding materials, scheduling orientations and training sessions, and ensuring new employees have a smooth transition into the company
- Maintained accurate and up-to-date candidate profiles and data, ensuring an organized and streamlined recruitment workflow
- Supported the team by tracking key recruitment metrics, generating reports on hiring progress, and identifying areas for process improvement
- Contributed to enhancing the candidate experience by ensuring timely communication, providing feedback, and offering a positive, professional interaction at every touchpoint

Education

MBA: HUMAN RESOURCE MANAGEMENT | SEP 2017 - SEP 2021 | FOUNDATION UNIVERSITY

B.COM | JAN 2015 - DEC 2016 | QUAID-I-AZAM UNIVERSITY

Skills & Abilities

- Employee Onboarding
 - Candidate Sourcing & Job Posting
 - Proficient in Microsoft Office
 - Familiar with Recruitment Software
 - Analytical & Data Driven
 - Customer Service Oriented
 - Strong Written and Verbal Communication
 - Multitasking & Time Management
 - Network and Relationship Building
 - Strong Aptitude for Learning
 - Proactive Decision Making
 - Fluent in English & Urdu
-