

SAFAA AKBAR

+ 92-336-522-2023 | Islamabad, Pakistan | Email: safaa.akbar8@gmail.com | [LinkedIn](#) | US Citizen

WORK EXPERIENCE

Human Resource Executive – Precision Partner

Jun 2023 to Aug 2024t

Headquartered in UK, Precision Partner is a tech company with a headcount of 25, offering global services in project management, service management, and software delivery.

- Spearheaded full-cycle recruitment for Dubai and Pakistan, doubling the headcount for marketing, operations, and sales teams.
- Successfully hired the first two employees for the MENA region within 30 days to support a new project launch.
- Managed payroll and introduced the first company-wide employee benefit programs.
- Initiated the company-wide employee engagement program, including anniversary, birthday, and company away day celebrations.
- Implemented the first comprehensive employee onboarding process from offer acceptance to orientation.
- Established the first employee offboarding process, including exit interviews, equipment return, and final settlement documentation.
- Developed and documented critical company policies on attendance, salary disbursement, leave, half-days, hiring, termination, office decorum, and breaks.

HR and Coordination Manager – Bahria Active (Bahria Town (Pvt.) Ltd

Aug 2022 – Mar 2023

Islamabad-based wellness and fitness center under the leading real estate developers of Pakistan, Bahria Town.

- Led HR operations, managing the full employee life cycle for 60+ employees, including recruitment, onboarding, engagement, performance, and rewards.
- Head hunted skilled trainers, boosting annual revenue by 3.6 million PKR and increasing the customer base by 5%.
- Managed quarterly performance reviews for 60+ employees, aligning bonus calculations and future hiring needs.
- Designed and implemented marketing calendars, leading to a 50% increase in monthly customer onboarding, and hosted a fitness challenge for 30 participants, overseeing all media campaigns from conceptualization to production.
- Oversaw operations, including database design and management for a client portfolio of 600+ members, staff vocational training, facilities maintenance, upselling efforts, and scheduling for 60+ employees and 80+ fitness classes.

HR and Branch Manager – AIM Fit Studios (Bahria Town Branch)

Dec 2021 – Aug 2022

AIM Fit is a leading fitness platform offering online workouts and group fitness classes at its one-stop fitness studio, headquartered in Lahore.

- Managed complete employee life cycle for 10+ employees and 100+ members, including orientation, onboarding, leave management, final settlements, and monthly scheduling for instructors.
- Conducted quarterly performance reviews, provided feedback, planned monthly engagement activities, and resolved employee grievances.
- Oversaw facilities operations, including database management for 150+ members, customer management, employee training, and scheduling of 36+ weekly fitness classes.
- Designed and implemented marketing calendars, engaged clients one-on-one, and increased revenue through promotional and renewal calls.

EDUCATION & SKILLS

Masters in Business Administration, HR (Foundation University)

2015

bachelors in Business Administration, HR (Foundation University)

2013

**Employee Onboarding | Employee Offboarding | Full Cycle Recruitment | Compensation & Benefits |
Operations Management | Greviance Handling | Policy Development | Payroll Management**