

ATIA MARYAM

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SUMMARY

Handled end-to-end recruitment, onboarding, and HR operations for 3.5+ years at BSNS Consulting and Osynix Group, ensuring smooth hiring processes, candidate experience, and documentation management.

EXPERIENCE

HR Executive

Business Services and Solutions BSNS

Islamabad, Pakistan | February 2022 – Present

HR Executive

- Assist in the end-to-end recruitment process.
- Scheduling interviews.
- Communicate with candidates and hiring managers to ensure smooth interview processes.
- Maintain the recruitment database and candidate records.
- Facilitate new employee onboarding processes, including collecting necessary documentation and setting up employee profiles in HR systems.
- Organize new hire orientation and ensure proper completion of required training and forms.
- Assist in exit interviews and resignation paperwork.
- Handle HR paperwork related to promotions, terminations, leaves, and other employee status changes.
- Assist in tracking leave balances.
- Help coordinate employee training sessions and track training progress.
- Assist in developing training materials and programs for new hires and ongoing employee development.
- Participate in special HR projects and initiatives, such as employee wellness programs, diversity and inclusion efforts, or process improvement.

Brand Ambassador & Recruitment Freelancer

Osynix Group

Remote | March 2025 – Present

Brand Ambassador & Recruitment Freelancer

- Provided recruitment services, including sourcing, screening, and referring qualified candidates for job vacancies.
- Ensured that all candidates met the qualifications and experience criteria outlined by the company.
- Promoted Osynix Group's employer brand by sharing job advertisements and engaging with potential candidates on LinkedIn.
- Acted as an authorized recruiter, ensuring transparency and credibility in hiring processes.
- Expanded the company's reach by re-sharing job postings and attracting talent through personal and professional networks.
- Provided clear contact information, facilitating direct candidate engagement.

EDUCATION

- **M.Sc. Peace and Conflict Studies- International Relations**
National University of Modern Languages Islamabad.
2020-2022
- **B.Sc. Political Science and Journalism**
Quaid-e-Azam University Islamabad.
2018-2020

HONORS AND AWARDS

- Course on Research Methodology
Forman Christian College.
- Civil-military coordination in Peace Operations
Peace Operations Training Institute.
- Confronting and Countering Gender-based Violence
Amnesty International
- Freedom of Expression-a Fundamental Right
Amnesty International
- International Relations, Theories, and Practices
Alison.com
- Customer service skills
Alison.com

SKILLS

- Time Management
- Problem Solving
- Team Player
- Microsoft Office
- Project Management
- Cross-culture competence

COMPETENCIES

- Problem Solving
- Team Player
- Adaptability
- Ethics

LANGUAGES

- English
- Urdu

REFERENCE

- Will be furnished on request