

FOUZIA KANWAL

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Summary

Dedicated and results-driven HR professional with 8+ years of experience in talent management, payroll, and HR Operations. Skilled in recruitment, staff Facilitation, and employee engagement, with the ability to work effectively in fast-paced environments. Seeking a challenging role that utilizes my skills and experience to drive success.

Skills

| Team work | Staff Facilitation | Recruitment Skills | Employee Engagement | Payroll Management | HR Operations | Poised Under Pressure | Multi-tasking | MS Office | Service Oriented | Employee Relation | Adaptability to a new culture |

Experience

Jan 2022 - Present

HR Officer

- Jadeed Group of Companies, Rawalpindi, Pakistan

Responsibilities

- Manage job postings, candidate sourcing, interviews & onboarding process.
- Facilitating day-to-day operations of the HR department.
- Effective execution of payroll procedure.
- Forming Provident Fund Cases (Temporary & Permanent).
- Process and finalize employee Final settlement.

Aug 2020 - Dec 2021

HR Executive

- Global Laboratories, Rawalpindi, Pakistan

Responsibilities

- Administers the day-to-day office activities.
- Oversee full recruitment cycle, in particular contract preparation.
- Maintaining and completing accurate employee record.
- To deal with attendance procedure.
- Perform initial orientation of newly hired employees.
- Dealing with labour matters EOBI, PESSI.

Nov. 2019 – June. 2020

Recruitment & Consulting Associate

- Talent Systems Pvt. Ltd, Islamabad, Pakistan

Responsibilities

- Identify potential candidates.
- To perform initial interviews with candidates.
- Share relevant data of employee with client.
- Announcement of job openings on company's career page & social media.
- Bestow and undergo information & feedback from both parties.

