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MAHEEN RAZZAQ

PROFILE:

As a highly motivated and adaptable professional, my goal is to embark on a challenging Human Resources journey. I aim to leverage my skills to effectively contribute to HR processes, committed to learning and applying best practices in talent acquisition, employee relations, and HR administration. I am seeking an entry-level position where I can immerse myself in a dynamic HR environment, gain valuable insights, and grow personally and professionally. I am an enthusiastic team player with strong engagement and relationship-building skills, passionate about helping others reach their goals and targets.

SKILLS:

- Basic knowledge of HR practices and principles
- Understanding of the principles of business
- Microsoft Excel, WORD
- Self-learner
- Quick learner
- Familiarity with HR software: Orange HRM, Power BI and HRIS

INTERNSHIPS/ EXPERIENCE:

SHIFA INTERNATIONAL HOSPITAL – ISLAMABAD (INTERNEE)

19-SEP-24 to 22-OCT-2024 (05-WEEKS)

Recruitment and Onboarding:

- Generated Applicant IDs using HRIS software, ensuring accurate tracking and identification of new candidates throughout the recruitment process.
- Managed and shortlisted resumes (CVs), evaluating candidates based on job specifications and organizational requirements.
- Coordinated interviews scheduling appointments and maintaining regular communication with applicants.

- Monitored and updated the medical status of candidates in real-time using Google Sheets.
- Conducted thorough document verification, ensuring the completion of all necessary paperwork and legal documents for onboarding new employees.
- Maintained employee turnover records by updating details of departing employees and ensuring accurate input of replacement hires in Excel for seamless workforce tracking and reporting.
- Send the applicants for the medical before hiring.
- Making interview files for the interview one for the HR and the second for the HOD.

Training and Development:

- Facilitated strategic meetings with employees who have over 10 years of service to evaluate their roles and explore potential career development opportunities.

MUSLIM AID – ISLAMABAD (INTERNEE)

It is an NGO working for the Humanities

Assisted the HR team in candidates shortlisting process including:

- Reviewing resumes and applications
- Evaluating qualifications and skills
- Maintaining detailed records of each candidate
- Preparing offer letters

UNIDO – ISLAMABAD (USHER/MANAGER)

Certificates distribution seminar organized by the United Nations Industrial Development Organization:

- Greeted each guest warmly as they arrive
- Directed them towards the hall using clear signage or by personally escorting them
- Provided necessary information about the event such as schedule, restrooms, and emergency exits
- Set up a registration desk near the entrance
- Ensured that all guests register by providing their names and signatures
- Had a guest list and registration form ready for easy tracking

- After the event, organize certificates and any other belongings including event materials, giveaways
- Created a designated area where guests can collect these items
- Checked off each guest as they receive their certificate and belongings
- Expressed gratitude to each guest for attending
- Bid farewell and ensure a positive exit experience

SCALE YOUR ADS – RAWALPINDI (TRAINEE)

UAE-based digital marketing company

- Learned software including Adobe Photoshop and Canva to develop graphics for marketing content.
- Assisted in developing successful marketing campaigns, and managing tasks.

EDUCATION:

MS MANAGEMENT SCIENCES (HRM)

Capital University of Science and Technology (CUST), Islamabad
(September 2022 – July 2024)

- Dean of Honor Certificates in the two semesters with a CGPA of 3.88.
- **Thesis:** AI knowledge on Employee Creativity with mediating role of Intention to use AI and moderating role of leaders support.
- CGPA of 3.84/4.
- Gold Medal and Certificate securing first position.

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

Capital University of Science and Technology (CUST), Islamabad
(September 2018 – July 2022)

- Dean of Honor Certificates in six consecutive semesters of BBA securing above 3.50/4 GPA.
- Chancellor Certificates in the last two semesters of BBA Final Year Project (FYP) securing a 4/4 GPA.
- CGPA of 3.87/4.
- Bronze Medal and Certificate securing third position.

PERSONAL ABILITIES:

- Ambitious, hardworking, energetic, and well-disciplined
- Positive thinking, self-motivated, and flexible
- Good communication skills; soft-spoken
- Strong oral and written skills