

Khair ul Wara

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Professional Summary

Detail-oriented HR and Business Administration professional with 2+ years of experience in Administration and Management and compliance. Skilled in employee records management, HRIS systems (e.g., PAPAS), and process optimization. Master's in management science (GPA: 3.94/4.0) and bachelor's in business administration (GPA: 3.9/4.0). Certified in Screening, Due Diligence, and FCRA Basics

Education and Qualifications

2021 – 2023	Bahria University Islamabad (BU)	MS-MS (Management Science) GPA: 3.94/ 4.0
2016 - 2020	International Islamic University Islamabad (IIUI)	BS-BA (Business Administration) GPA: 3.9/ 4.0

Work Experience

2024 - PRESENT	CRI Group Quality Assurance Analyst	Islamabad, Pakistan
	- Mentored and coached team members on Investigations and strategies. - Streamlined QA processes, reducing redundant tasks by 30% and improving team efficiency. - Collaborated with cross-functional teams to align project goals and ensure compliance with quality standards. - Maintained strict confidentiality in handling sensitive data and due diligence processes., Due Diligence	
2022- 2023	CRI Group Investigative Analyst	Islamabad, Pakistan
	- Managed confidential investigations, safeguarding sensitive information and ensuring regulatory compliance. - Enhanced team performance through communication strategies and professional development initiatives. - Built industry relationships to support complex investigations and information sharing.	
2023 - 2024	International Islamic University (IIUI) Lecturer	Islamabad, Pakistan
	Designed assessments, evaluated student progress, and implemented innovative teaching strategies.	
June 2019 – Sep 2019	NLC Sowan Camp HR Intern	Islamabad, Pakistan
	Worked with HR team to coordinate company events. - Processed payroll calculations, attendance, bonuses, and allowances for 200+ employees. - Supported recruitment by screening resumes, scheduling interviews, and onboarding new hires. - Maintained employee records, assigned HR numbers, and generated reports (muster rolls, officer reports).	

Additional Information

Key Skills:	Payroll Administration Employee Records Management HRIS Systems. Compliance & Due Diligence Data Entry & Reporting Process Optimization. Microsoft Excel/Word Confidentiality Management Cross-functional collaboration.
Certifications:	Unlocking Essential Insights on Screening: The Key to Safeguarding Business. Mastering customer Risk assessment and Enhanced Due Diligence. FCRA Basics.
Achievements:	Recognized for outstanding academic performance with multiple honors. Being Employee of the month multiple times
Languages:	Urdu (Native)/ English (fluent)