

AREEB ABUBAKAR

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Summary

HR Executive & Accounts Manager with 7+ years of experience in employee relations, probation management, HR compliance, training delivery, cross-functional coordination, payroll, and reconciliation. Skilled in preparing talent for client engagement, managing onboarding workflows, and optimizing processes.

Work Experience

WEBDOC – HR Operations Executive

Jan 2018 – July 2025

HR Operations & Employee Lifecycle Management

- Managed end-to-end HR operations for 200+ employees, including onboarding, documentation, probation tracking, and contract management.
- Liaised with external authorities and internal departments for compliance documentation, labour law updates, and government-related HR functions.
- Handled offboarding processes, including exit formalities, clearances, and final settlements for 100+ employees, ensuring 100% compliance with legal and organizational standards.

Performance Management & Employee Relations

- Guided and coordinated performance improvement plans (PIPs) for underperforming employees, resulting in a 25% improvement in productivity in under 90 days.
- Worked directly with department heads and line managers to track probation outcomes and provide recommendations on extensions or terminations.
- Supported grievance and conflict resolution processes, ensuring the timely closure of 95% of internal complaints within SLA timelines.

Cross-Functional Coordination & Compliance

- Collaborated with finance, IT, and legal teams to deliver seamless HR support across employee lifecycle events such as onboarding, payroll changes, and exits.
- Created and maintained audit-ready personnel records, reducing document retrieval time by 40%.

Tools & Data Management

- Utilized Excel and Google Sheets to track employee records, PIP progress, and exit case logs, resulting in improved visibility and faster decision-making.
- Implemented HR dashboards for leadership, streamlining reporting and increasing operational efficiency by 30%.

WEBDOC – Finance & Accounts

Manager Jan 2018 – July 2025

- Managed end-to-end invoicing and collections, achieving a 95% on-time invoicing rate, reducing overdue receivables by 23%, and shortening the average collection period by 15%.
- Led monthly account reconciliations and revenue tracking, achieving a 30% reduction in month-end closing time.
- Implemented new accounting software and managed payroll and financial records for key projects like IBCC, reducing data errors by 46% and improving operational efficiency by 10%.

Education

Bachelor's of Associate Degree Program (Accounting & Finance) - University of Central Punjab - 2015

Master of Commerce – University of Central Punjab – 2017

Skills

Accounts Receivable Management, Invoice Processing and Collections, Financial Analysis and Reporting, Bank Reconciliation, Payroll Management, Salesforce, Microsoft Excel, Google Sheets, Microsoft Word, Intuit QuickBooks, Adobe Illustrator, KZ Client Portal, IBCC Portal, Adobe CC, HR Dashboards, HR Compliance Documentation.

Projects

Candidate Readiness Program - Developed onboarding tools and coaching guides to prepare candidates for client interviews.

Employee Engagement Program - Led initiatives to enhance communication, resulting in an 18% increase in satisfaction and a 10% drop in turnover.