

Ayesha Yaqoob

Human Resources Management

Results-driven HR professional with strong expertise in recruitment, employee relations, and performance management. Skilled in developing HR strategies that align with business goals and enhance organizational efficiency.

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☎ 0306-6198103

📍 Chistian, pakistan

WORK EXPERIENCE

Human Resources Management CommerceKind, Lahore

05/2025 - 08/2025

Lahore, Pakistan

- Handled end-to-end recruitment, onboarding, and employee records.
- Assisted in employee engagement and grievance handling.
- Successfully closed multiple hiring positions within tight deadlines.
- Contributed to increased employee satisfaction through engagement initiatives.

Supply Chain Management Cakes and Bakes Company

01/2025 - 04/2025

Lahore, Pakistan

- Ensured accurate data entry and reporting using ERP systems.
- Reduced lead time by 30% through improved vendor coordination.
- Supported successful product launches with zero stock outs.

Mathematics & English Teacher AL-ILM School, Chishtian

10/2024 - 12/2024

Chishtian, Punjab

- Provided individualized support for student needs
- Encouraged critical thinking and problem-solving
- Adapted teaching to diverse learning styles

Data Categorization Freelancing

04/2023 - 05/2023

- Designed and maintained categorization systems and frameworks
- Utilized specialized tools and software for accurate classification
- Ensured data accuracy through thorough analysis and QA checks

EDUCATION

Bachelor in Mathematics Namal University Mianwali

10/2020 - 07/2024

SKILLS

MS Office

Canva

Latex

Communication

Leadership

Presentation

Graphic Designing

Teamwork

Analytical Thinking

Adaptability

CERTIFICATES

Campus to Corporate Training (05/2024 - 05/2024)

- 3 days workshop in which i learned about the different skills set & corporate culture at Namal University, Mianwali

"10th National Agri Tourism Conference (12/2023 - 12/2023)

- Attended an insightful Agri-Tourism Conference aimed at exploring the intersection of agriculture and tourism industries at Namal University Mianwali

ACHIEVEMENTS

Merit Based Scholarship (10/2020 - 07/2024)

Academic Achievement

PEEF Scholarship (03/2015 - 02/2016)

Academic Achievement

LANGUAGES

Urdu

Full Professional Proficiency

English

Professional Working Proficiency

Punjabi

Full Professional Proficiency

Chinese

Elementary Proficiency

INTERESTS

Reading

Photography

Video Editing