

AREEJ TAJAMMAL

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As a dedicated Human Resource professional with *over 1 year of experience*, I am committed to supporting organizational growth through effective HR practices. My core competencies include Talent Acquisition, Recruitment & Selection, Workforce Planning, Succession Planning, Employee Relations, Compensation & Benefits, Training & Development, HR Operations, Workforce Diversity, Performance Management, Payroll Management, Employee Onboarding, Performance Tracking, Event Coordination and Daily HR Operations.

Career Objective

I am seeking an HR role in a dynamic work environment where I can leverage my skills and expertise in HR management, payroll, and operational efficiency, while continuing to expand my professional knowledge and contribute to organizational success.

PROFESSIONAL EXPERIENCE

Octathorn Pvt. Ltd. Alpha Techno Square (NASTP), Rawalpindi.

Oct 2024 - Present

Human Resource Executive

- Develop **HR Policies, Procedures**, and Legal Compliance in all **HR operations**.
- Maintain **HR Documentation** and Records.
- Manage company payroll and **financial operations**.
- Oversee **Talent Acquisition, Recruitment & Selection** processes to meet organizational staffing needs.
- Support the design and execution of **Performance Management Systems**, including goal setting and KPI tracking.
- Develop and implement **Workforce Planning** and **Succession Planning**.
- Develop and implement **Compensation & Benefits policies**.
- Manage Attendance and Leave management through **HRIS**.
- Manage Employee **Engagement Initiatives**, **Employee Relations** and **Grievance Handling**.
- Facilitate Disciplinary Actions and **Conflict Resolution Processes** ensuring fairness and transparency.
- Plan, manage and execute **corporate events**.

Alkhidmat Foundation Punjab-North, Rawalpindi.

Jun 2024 - July 2024

Community Work

- Coordinated and managed **donation drives**.
- Assisted in **ration packaging and distribution operations**.
- Led **fundraising initiatives** for the Alkhidmat Palestine Gaza Emergency Appeal.
- Assisted in providing direct **humanitarian support** to Palestinian families.
- Executed **awareness campaigns** to promote community participation and social responsibility.

Askari Bank-Al-shifa Branch, Rawalpindi.

July 2023 - Sep 2023

Internship

- Assisted in processing and maintaining **customer accounts**.
- Facilitated the processing of **deposit transactions**.
- Coordinated the issuance and management of **ATM cards and cheque books**.
- Assisted in executing **clearing and remittance operations**.

Event Manger & Organizer

- Planned and executed a university-level female awareness campaign.
- Handled **social media marketing** to promote event awareness and drive student participation
- Handled participant registration, transportation, coordination and scheduling of the event.
- Supervised on-site event operations.

EDUCATION

Fatima Jinnah Women University- City Campus, Rawalpindi.

Sep 2020- July 2024

Bachelors of Business Administration

Major: Human Resource Management

CGPA: 3.55/4.00

Areas of Academic Focus: Human Resource Planning, Performance Management, Training & Development, Industrial Psychology, Business policy, Quantitative Techniques for Business Research, Entrepreneurship, Project Management & Supply Chain Management.

SKILLS & ABILITIES

Tools: MS Office Suite, Google Workspace, Mendeley Reference Manager, SPSS, AMOS, Power BI Desktop, Canva, ZK Net 3.0 – ZKTeco (Attendance & Access Control Software), LinkedIn Content Posting, Basic Video Editing & Research Writing.

Interpersonal Skills: Effective Communication, Adaptability & Competitiveness, Leadership Abilities, Planning & Organizing Skills, Teamwork & Collaboration & Conflict Resolution Skills.

CERTIFICATIONS

- Strategic Planning & Execution - Coursera (University of Virginia)
- Training & Learning Online - Coursera (University of Leeds)
- Conflict Management in workplace - Udemy
- HR Fundamentals for Careers in Human Resources - Udemy
- Supervisor Leadership Skills for a safe Workplace - Udemy
- Attended a Seminar on Islamic Banking by Meezan Bank.
- Attended 2nd International Multidisciplinary Digital Conference on Environmental Issues **(2nd IMDC 2021)**
- Attended a Workshop on Mendeley Reference Manager.

LANGUAGES

ENGLISH-Proficient

URDU-Native

REFERENCES

Available Upon Request.