

Farwa Ali

Islamabad / Rawalpindi, Pakistan | farwaali013@gmail.com | +92 334 0501257

PROFESSIONAL SUMMARY

Results-driven HR & Operations professional with 7+ years of experience managing multi-site operations, HR functions, and administrative systems. Proven expertise in employee lifecycle management, budget oversight, and process optimization across 8+ branches and 2 campuses. Strong background in ERP implementation, reporting, and operational efficiency.

CORE COMPETENCIES

HR Operations • Recruitment • Payroll & Compliance • Employee Relations • Operations Management • Budgeting • Procurement • ERP Systems • Reporting • Stakeholder Coordination

PROFESSIONAL EXPERIENCE

Operations & HR Manager – Headstart School (Jan 2021 – Dec 2024)

- Managed operations for 8 branches and 2 campuses
- Led budget planning, expense tracking, and resource allocation
- Handled recruitment, onboarding, payroll, and employee relations
- Implemented ERP system and digitized workflows
- Supervised admin teams and ensured compliance

Executive Assistant to CEO – Headstart School (Jan 2019 – Dec 2021)

- Supported executive planning and operations coordination
- Managed communication, reporting, and documentation
- Coordinated projects and stakeholder engagement
- Assisted in budget tracking and reporting

Web Developer – Headstart School (Jan 2017 – Dec 2019)

- Developed and maintained website and systems
- Integrated digital tools and ensured security
- Provided technical and operational support

EDUCATION

BS Software Engineering – International Islamic University, Islamabad