

Isma Zareef

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House No 319, Street No 14-A, Shaheen Colony Rahim Town, New Shakrial Rawalpindi.

Objective

Obtain a position at an educational institute where I can maximize my training experience, research experience, program development skills, and teaching abilities. As I am a fully qualified teacher with experience, I'm confident that my passion for teaching and student development, together with my skills and experience, will enable me to make a significant difference at your institute

Educational Background

MS in Management Sciences (Human Resource Management)

PMAS Arid Agriculture University Rawalpindi – Institute of Management Sciences

📍 Rawalpindi, Pakistan | 📅 2022 – 2024

Final Grade: 3.93 / 4.00

Thesis: Does Work from Home Improve Job Satisfaction of IT Sector Employees: The Role of Work Enrichment and Work-Life Balance.

Faisal, F., Zareef, I., & Rafiq, N. (2025). How can Work from Home Improve Job Satisfaction of IT Sector Employees? Putting Work Life Balance and Work Enrichment into The Picture. Foundation University Journal of Business & Economics, 10(1), 55-68.

Master of Business Administration (Executive)

Allama Iqbal Open University

📍 Islamabad, Pakistan | 📅 2018 – 2020

Final Grade: 72%

Thesis: Impact of Transformational and Transactional Leadership on Organizational Change: A Case of Pakistan Banking Sector

Bachelor of Computer Science

University of the Punjab

📍 Rawalpindi, Pakistan | 📅 2015 – 2017

Field(s) of Study: Mathematics, Statistics, Computer Science

ICS of Computer Science

Board of Intermediate Higher Education

📍 Rawalpindi, Pakistan | 📅 2013 – 2014

Field(s) of Study: Mathematics, Statistics, Computer Science

Professional Experience

➤ **Organization:** Iqra University, Chak Shahzad Campus, Islamabad
Designation: HR Office Assistant –
Duration: May 2025 – Present

Responsibilities:

- Manage and oversee the hiring process, including sourcing candidates, conducting interviews, and coordinating onboarding activities.
- Maintain accurate attendance records and ensure compliance with company policies regarding attendance and leave management.
- Ensure compliance with university policies and HR regulations, promoting a fair and consistent approach to all HR practices.
- Prepare and manage official HR documentation, including employment contracts, offer letters, and other employee-related documents.
- Manage payroll processing, ensuring accurate and timely payment of salaries and benefits in compliance with relevant laws and regulations.
- Support the training and development programs for staff, identifying skill gaps and facilitating learning opportunities.
- Collaborate with senior HR leadership to execute strategic HR initiatives aligned with organizational goals.
- Maintain up-to-date employee records and HR databases, ensuring accuracy and availability for audits or internal reviews.

➤ **Organization:** Shifa Integrated HealthCare Technology
Designation: HR & D Internship
Duration: March – May, 2025

Responsibilities:

- Working in eShifa for completing employee files
- CV shortlisting Recruitment and Selection.
- Preparing employee notifications & drafting welcome letters.
- Other assigned HR tasks.

➤ **Organization:** Attock Gen Limited

Designation: HR & Admin Internship

Duration: Dec – Jan, 2023

- Responsibilities:**
- Supporting documentation and filing of administrative records
 - Assisting in inventory management and stock record maintenance
 - Preparing and processing purchase requests and payment documentation
 - Handling office correspondence and follow-ups
 - Assisting senior staff in day-to-day administrative tasks

HR Tools & Software Proficiency

- **Smart PLS:** for Structural Equation Modeling (SEM), including model development, measurement model assessment, and structural model analysis. Also experienced in applying bootstrapping for hypothesis testing, conducting mediation and moderation analyses,
- **SPSS:** (Statistical Package for the Social Sciences), Experienced in IBM SPSS Statistics for data management, statistical analysis (descriptive, correlation, regression, hypothesis testing), and generating charts and research reports.
- **Bio-Time:** Utilized for accurate tracking and management of employee attendance, ensuring compliance with company policies.
- **KSAS:** Employed for efficient management and record-keeping of employee documentation, ensuring data integrity and accessibility.
- **Softsol:** Used for comprehensive employee records management, streamlining HR processes and maintaining up-to-date information.
- **Odoo:** Leveraged for end-to-end HR functions, including recruitment, employee records management, payroll processing, and leave management, enhancing overall HR efficiency.

Certification

- Paper Presentation in International Conference “***Breaking Boundaries of Digital Transformation in Management Science Practices***” organized by UIMS & PAS
- Certificate of “***NVIVO, Qualitative Data Analysis***” organized by UIMS & ORIC

References

- Will be provided upon request.