



Saira Shaheen

ID: 37202-3267972-2 | **Date of birth:** 18 Jan 2001 | **Nationality:** Pakistani | **Gender:** Female |

Phone number: (+92) 3325394457 (Mobile) | **Email address:** sairajpoot65@gmail.com |

LinkedIn: <https://www.linkedin.com/in/saira-shaheen> |

Address: Soan Garden Rawalpindi, Soan Garden Rawalpindi, 44000, Rawalpindi, Pakistan (Home)

ABOUT ME

Highly organized and dedicated HR professional with 3.5 years of experience in HR operations, talent acquisition, employee relations, and attendance management. Skilled in drafting employment contracts, conducting training sessions, and developing policies that enhance productivity and compliance. Proven track record in improving attendance systems and managing employee data for performance evaluations. Strong interpersonal and communication abilities, with a focus on fostering positive workplace environments and driving team efficiency. Experienced of managing employee record on MS Excel.

EDUCATION AND TRAINING

2019 – 2023 Islamabad, Pakistan

BACHELORS IN BUSINESS ADMINISTRATION Comsats University Islamabad

Website <https://admissions.comsats.edu.pk/> | **Field of study** Management and administration

2016 – 2018 Choa Saidan Shah, Pakistan

INTERMEDIATE IN COMPUTER SCIENCE Punjab Group of Colleges

Website <http://pgc.edu/> | **Field of study** Arts and humanities

2014 – 2016

MATRICULATION IN SCIENCE Holy Mission Model School

Website <http://eduvision.edu.pk/holy-mission-model-high-school-for-boys-choa-saidan-shah-ins-132734857>

WORK EXPERIENCE

HUMAN RESOURCES COORDINATOR – MEDIA @ MARSONS – Apr 2026 – Current – ISLAMABAD, PAKISTAN

- Manage end-to-end technical recruitment processes, including sourcing, screening, interviewing, and hiring candidates.
- Maintain and update the employee database, ensuring accuracy and confidentiality of records.
- Monitor and manage employee attendance, leave records, and related documentation.
- Coordinate employee onboarding activities, including documentation, orientation, and induction processes.
- Ensure compliance with company policies, labor laws, and internal HR procedures.
- Maintain and organize employee files and personnel records in both physical and digital formats.
- Prepare and generate HR reports, including recruitment, attendance, headcount, and compliance reports.
- Support HR operations and administrative activities to ensure smooth workforce management

HUMAN RESOURCES COORDINATOR – HYPER FUTURE E-COMMERCE PVT LTD – Mar 2023 – Mar 2026 – ISLAMABAD, PAKISTAN

- Conducting training sessions for under performing employees,
- Maintaining employee data base and generating different letters.
- Overlooking employee off boarding process.
- Assist in inquires and employee disciplinary actions.
- Generating different HR reports and providing recommendations.

- Assisting in generating payroll & attendance record.
- Assist in employee Database Management
- Assist in employee Attendance Management
- Assist in employee Warning Record Management

AUTH VERIFYING OFFICER – SYNERGY (TAMPA CARDIOVASCULAR ASSOCIATES) – Oct 2024 – Current – ISLAMABAD, PAKISTAN

- It's a part time job & we are working as an support staff for Tampa cardiovascular associates staff).
- Authorization
- Insurance Verification
- Referral , Auth making.
- Calling

ASSISTANT OPERATIONS MANAGER (BUSINESS DEVELOPMENT) – GAO TEK – Jan 2022 – Dec 2022 – ISLAMABAD, PAKISTAN

- Assisted in Training to the New staff related to RF ID
- Build and maintain strong, long-lasting partnerships with clients, stakeholders
- Manage employee files and data Management
- Exceptional negotiation, communication, networking, and project management.

HR INTERN – AL DATAYARD – Apr 2022 – Oct 2022 – ISLAMABAD, PAKISTAN

- Create, publish, and manage daily job postings across various social media platforms, job boards, and recruitment channels.
- Monitor and update job postings regularly to ensure maximum visibility and candidate engagement.
- Review and screen incoming CVs and applications against job requirements.
- Shortlist qualified candidates based on skills, experience, and organizational fit.
- Maintain and update candidate databases and recruitment trackers.
- Conduct initial candidate assessments and telephone screening interviews.
- Prepare and extend job offers to selected candidates.
- Coordinate with candidates regarding offer acceptance, documentation, and joining formalities.
- Maintain accurate recruitment records and documentation.
- Ensure compliance with company recruitment policies and procedures.

HR INTERN – IP GLOBAL – Jul 2022 – Sep 2022 – ISLAMABAD, PAKISTAN

- Conduct interview scheduling and coordinate with candidates.
- Contact shortlisted candidates for interviews and selection updates.
- Screen and evaluate CVs according to job requirements.
- Perform accurate data entry and maintain recruitment records.
- Organize and maintain employee files and documentation.
- Create and post job advertisements on job portals and social media platforms.
- Maintain candidate databases and track recruitment progress.
- Support day-to-day recruitment and HR administrative activities.

LANGUAGE SKILLS

Mother tongue(s): **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B1	B1	B1	A2	B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **CERTIFICATIONS**

Certifications

- SEO Strategies
- Organizational behavior
- Course
- National financial literacy
- program for youth

● **EVENT MANAGEMENT**

Event Management

- Hult Prize (On-campus)
- Pro Show (On-campus)
- Manage Comsats University
- Convocation 2022 at Jinnah
- Convention Center.
- HR related events organized on campus

● **SKILLS**

Effective Communication | Critical Thinking | Time Management | Teamwork | Multitasking