

Shehla Panhwer

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PROFESSIONAL SUMMARY:

Experienced and results-driven HR professional with over 5 years of expertise in Human Resources across IT, Telecom, Facility Management, Staffing, and Marketing industries. Proven track record in end-to-end recruitment, employee relations, policy development, performance management, and HR operations. Skilled in aligning HR strategies with business goals, improving employee engagement, and ensuring compliance with labor laws. Adept at working in dynamic, fast-paced environments with a strong focus on talent acquisition, organizational development, and HR process optimization.

SKILLS:

- Trello | Asana | MS Project | Primavera
- Recruitment & Onboarding
- Time & Resource Management
- Communication | Reporting
- Talent Acquisition | Employee Relations | HR Strategy
- Performance Management | Training and Development
- HR Policies | Conflict Resolution | Change Management
- HR Reporting | Compliance | Administrative Skills

PROFESSIONAL EXPERIENCE:

HR Manager

Arrowhead Solution, Rawalpindi, Pakistan | September 2023 – Present

- Developed and implemented HR strategies aligned with business objectives.
- Oversaw full-cycle recruitment, including sourcing, interviewing, and onboarding.
- Led employee relations initiatives, resolving conflicts, and promoting a positive work environment.
- Implemented performance management systems.
- Ensured compliance with Labor laws and company policies.
- Developed and maintained HR policies and procedures.

HR Manager

Webicosoft Private Limited, Rawalpindi, Pakistan | December 2022 - September 2023

- Developed and executed HR policies and programs, workforce and job development, recruitment and hiring, compensation and benefits and employee and Labor relations to build staff-focused human resources office culture.
- Participated at strategic and operational level to develop and strengthen human resources services, relationships and mission.
- Coordinated and engaged with leadership in planning and organizing calendars, events and activities.
- Managed other HR staff and oversaw completion of tasks and initiatives (different projects). Interviewed potential hires, negotiated salaries and benefits and performed reference checks.
- Maintained optimal staffing levels by tracking vacancies and initiating recruitment and interview processes to identify qualified candidates.
- Directed hiring and onboarding programs for new employees.

HR Executive

Eracon Technologies, Rawalpindi, Pakistan | June 2020 - October 2022

- Developed and executed HR policies and programs, workforce and job development, recruitment and hiring, compensation and benefits and employee and labor relations to build staff-focused human resources office culture.
- Spearheaded innovative recruitment practices and mobilized management in targeted hiring that matched company needs.
- Coordinated and engaged with leadership in planning and organizing calendars, events and activities.
- Maintained optimal staffing levels by tracking vacancies and initiating recruitment and interview processes to identify qualified candidates.
- Educated employees on company policy.
- Directed hiring and onboarding programs for new employees.

EDUCATION:

- Master's in Project Management – Bahria University, Islamabad, Pakistan, 2025.
- Bachelor of Electronic Engineering – Quaid-e-Awam University of Engineering Science and Technology, Nawabshah, Pakistan, 2019.

LANGUAGES:

- English
- Urdu
- Sindhi