

KASHAF KHALID

House # 4B, Lane#2, Tulsa Road, Rawalpindi

Kashafkhalid98@gmail.com

Phone# 03351025586

I'm a dedicated and detail-oriented HR professional seeking a dynamic organization where I can exchange ideas, receive valuable feedback, and benefit from mentorship to enhance my skills and knowledge. I aim to contribute to achieving organizational objectives while thriving in a challenging environment.

EXPERIENCE

RECRUITMENT ASSOCIATE

DOSONEC RECRUITMENT UK

(Remote)

2025-04 till date

- Sourcing CVs for roles in the Legal sector across the UK.
- Utilizing LinkedIn Recruiter to identify and engage qualified candidates.
- Posting job vacancies on Indeed UK and various social media platform to attract talent.

RECRUITMENT EXECUTIVE

LINRCO PAKISTAN

2024-05 2025-01

- Managed the end-to-end recruitment process.
- Leveraged job boards, social media platforms, and professional networks to identify and attract top talent.
- Conducted background verification for overseas employees, using credence software to streamline the process.
- Maintained accurate records and documentation of background checks for new hires, ensuring compliance with confidentiality and privacy policies.

HR ASSISTANT

INVESTOR BUREAU CONSULTANCY PVT (LTD)

2023-06 -2023-12

- Experienced in screening resumes and conducting interviews.
 - Managed Job postings effectively.
 - Skilled in identifying and resolving employee's issues.
-

EDUCATION

MASTER OF BUSINESS ADMINISTRATION (MBA), BAHRIA UNIVERSITY ISLAMABAD

2022-2024

CGPA (3.25/4.00)

BACHELOR OF SCIENCE IN BIOSCIENCES, COMSATS ISLAMABAD

2017-2021

CGPA (2.94/4.00)

SKILLS

- | | |
|------------------------|------------------------------------|
| • Communication skills | • Time Management |
| • Problem-solving | • Talent Acquisition |
| • Sourcing | • Decision-making |
| • Interpersonal skills | • Negotiation |
| • MS Office | • Teamwork and Conflict Resolution |
| • On boarding | • Credence software |
-

LANGUAGES

- | | |
|-----------|--------|
| • English | • Urdu |
|-----------|--------|
-

ACCOMPLISHMENTS

- IDEA- Mentor social media team overlooked social media content and timelines, coordinated social media platforms and calendars and enhancing audience engagement.
 - Team Lead- Futsal Fiesta (2017)- Organized event, coordinated teams and managed marketing.
-