

Maryam Wajid

HR Professional/ER Associate

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An enthusiastic, self-motivated HR professional with skills required to excel and obtain a position that will enable me to use my educational background and ability to work well with people and a hard-working HR and business administration person with proven leadership and organizational skills seeking to apply my abilities to your organization. Possesses foundational knowledge in areas such as recruitment, employee onboarding, HR administration & employee relations. Proactive and quick learner with the ability to adapt to dynamic work environments with effective communication skills and a commitment to maintaining confidentiality and ethical standards. Learning Japanese with language interpretation skills.

Experience

Employee Relations Associate at Khushhali Microfinance Bank Limited, Head Office, Islamabad 7 Mar, 2024 -Present

- Communicating between Management & Employees; Create an Employee Relations Strategy; Implement initiatives to promote employee engagement, satisfaction, and retention.
- Assisting performance management processes & collaborating to develop training programs on ER-related topics; Maintaining accurate records of ER cases, investigations, and outcomes, preparing reports and analysis for management review & employment records.
- Keep abreast of relevant laws, regulations, and industry trends related to employee relations.

SmartLearn Method (Remote Tutoring)

2 Feb 2022-Present

- Took an online course to learn more about online tutoring and management, and successfully finished the course
- Remotely Tutoring students of grade 1, grade 2, grade 3, grade 4, grade 5, grade 6, grade 12 & grade 13 and currently tutoring grade 7, grade 8 and grade 13 students residing in UAE & Hong Kong.

Fauji Fertilizer Company Limited, FFC Sona Tower 156, the Mall,
Rawalpindi Cantt (Internship)

28 July-7 September, 2017

- Human Resource strategies and related tasks
- Data handling
- File managing
- Preparing performance appraisals forms
- Data entered through organograms, Word & Excel

Inter Services Public Relation Directorate, Hilal Road,
Rawalpindi Cantt (Internship)

11 July-17 August, 2017

- Presented a proposal where media team should visit and why
 - Column writing/ Article writing
 - Information handling
 - Photography depicting the positive side of Pakistan and its forces
- (Mainly different lectures were being attended)

Certifications

- Certificate of Course Completion in Protection Against Phishing Attacks from Khushhali Microfinance Bank Ltd. 26 Mar, 2024
- Certificate of Course Completion in Gender Sensitivity III from Khushhali Microfinance Bank Ltd. 25 Mar, 2024
- Certificate of Course Completion in AML-CFT-CDD Course from Khushhali Microfinance Bank Ltd. 21 Mar, 2024
- Certificate of Completion Japanese Language Course Summer Challenge 2023 from NUST
- Certificate of Achievement in Psychology of Classroom Conflict from Learning.Careerwonders 29 Oct, 2023
- Certificate of Achievement in How to Manage Stress from Learning.Careerwonders 30Dec, 2023

Education

- MS-HRM, National University of Sciences and Technology, Islamabad, Pakistan *2019-2023*
 - Master of Science in Human Resource Management
- BBA (Hons), Foundation University (FUI) Islamabad, Pakistan *2014-2018*
 - Bachelor in Business Administration, Specialized in Human Resource Management
- Army Public School and College, 208 Humayun Road Rawalpindi *2010-2012*
 - FSc. – Pre Engineering
- Army Public School and College, 208 Humayun Road Rawalpindi *2007-2009*
 - Matriculation –Biology, Physics, Chemistry

Research

Conducted Research on Safety-related Stress affects Safety Behavior of Engineering Students through the utilization of Safety Knowledge (MS -HRM Final Thesis)

Conducted Research on Technostress Effect on Employee Wellbeing through the Role of Psychological Hardiness and Time Management in Oil and Gas Refineries of Pakistan

Conducted Research on Organizational Job Retention practices in Human Resource Management (Final Thesis in BBA)

Skills

- Japanese Language
- Presentation Skill
- Leadership Skill
- Research Skill
- Communication Skill
- Mentoring
- Employee Relations & Engagement
- Change management and change consulting
- Resilience and being SAFE
- Problem-solving and Creativity
- Organizational Skill
- Time Management and Eye for Detail
- Microsoft Office
- IBM SPSS and PLS-SEM software usage
- Data Entry
- Inter-departmental collaboration
- Integrating cultural differences
- People analytics