



BUSHRA IDREES

+971 50 957 2842

bhadeed436@gmail.com

DUBAI

PROFESSIONAL SUMMARY

As a HR Assistant in today's competitive job market, I have strong verbal and communication skills. Have ability to convey ideas clearly, collaborate with team members. In rapidly changing industries, I have ability to adapt to new technologies, processes and challenges. In many industries, I have learned the ability to plan, execute and oversee projects from start to finish. Have ability to manage my time that efficiently shows my Organizational skills and reliability.

CORE QUALIFICATIONS

- Communication skills.
- Data and Time management.
- Team collaboration.
- Office management.
- HR sourcing.
- Decision-making.
- Extracurricular Experience
- Volunteer At Shaukat Khanam Hospital
- FundRaising: Did fundraising for cancer patients, performed different activities.

ADDITIONAL INFORMATION

- Honors and Awards Academic Scholarships Received merit-based Benevolent Fund scholarship from Punjab Government. Online Courses Microsoft Excel, PowerPoint, Word. Awards and Certifications , Received merit-based Laptop Award from Chief Minister Punjab.

EXPERIENCE

08/2023 - 08/2023

**Experience HR Assistant Manager
Sui Northern Gas Pipelines Limited**

- Lahore (SNGPL) has embarked upon a number of HR initiatives and I have been active member of the OD team that successfully developed and implemented the following:
- Performance Management system (PMS) based on Management by Objectives' (MBOs)
- Development of JDs (Job Description Document) & KPIs (Key Performance indicators)
- Individual Career Planning (ICP)
- Training Need Analysis
- Introduction of E-recruitment and Outsourcing of Recruitment test
- Enterprise Resource Planning (ERP) Coordination and Implementation.

05/2022 - 06/2022

CBA Agreement, Habib Bank Limited

- HBL, Pakistan's best largest bank, according to the Asiamoney HBL is the Best domestic, corporate and investment bank in the Pakistan.

12/2021 - 05/2022

HABIB BANK

- Screening through: Screen through CV's and select the ones that match the job requirements
- Background Check: Conducted background check of the candidates to get the right persons for the job
- Interview Appointments: Manage interview scheduling and coordination
- Coordination: Coordinate with employees to establish and maintain positive workflow.

EDUCATION

Apr 2022

University Of The Punjab | Lahore

Masters: Human Resources Management