

# Curriculum Vitae

## Mahnoor Hamza Chaudhry

### C.V for "HR Executive"

Bachelor of Science (Honors)

Numerous HR Professional Training Certificates.....





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Documents Link:



<div>Objectives</div> <div></div>	As an executive HR with professional working experiences in a facilities management company, strong knowledge and communications skill have led me within the depth understanding and good knowledge in managing HR and office administration functions to meeting the job description requirements, organizational exceptions, legal requirements, and ISO standard requirements accordingly. I want to work in a reputed organization to enhance my strength and experience to face the challenging opportunities of the real world in future and become good customer focus, target oriented and productive person for any organization.	
<div>Qualification(s) and Professional Certification</div> <div></div>	<ul style="list-style-type: none"><li>• <b>BS (Honors) English Language &amp; Literature, 2018-2022</b> Lahore college for Women University, Lahore, Pakistan (GPA: 3.17/4.00)</li><li>• <b>Intermediate, FSc. (Pre-medical), Apr 2016</b> Government College for Women Gulberg, Lahore, Pakistan Overall Grades: 92/100</li><li>• <b>Secondary Education (Matric), May 2014</b> Divisional Public School &amp; Intermediate College, Lahore, Pakistan Overall Grades: 95/100</li></ul>	
Nationality	Pakistani	
Date of Birth	12-Mar-2000 (23 years)	
Current Location	Lahore - Pakistan	
Availability	Immediately	
Language	English, Urdu, Punjabi	
<div></div> <div>HR Professional Training Certificates</div>	<ul style="list-style-type: none"><li>▪ Employee Engagement (14-Jun-2023, The Open University, UK)</li><li>▪ Strategic human resource management (12-Jun-2023, The Open University, UK)</li><li>▪ Recruitment and Selection (11-Jun-2023, The Open University, UK)</li><li>▪ Development of Skill as a HR Professional, 13-Jun-2023, The Open University, UK</li><li>▪ Fundamentals of Human Resources, 01-Jun-2023, Alison.</li></ul>	
<div></div> <div>Core Competencies</div>	<ul style="list-style-type: none"><li>○ HR/Admin Knowledge and Experience.</li><li>○ KPIs setting and communication.</li><li>○ Performance Management</li><li>○ Grievance Management</li><li>○ Recruitment</li><li>○ Payroll and Attendance Management</li><li>○ Office Administration and Management</li><li>○ Problem Solving skills.</li><li>○ Customer Focus and Clients' satisfaction</li></ul>	<ul style="list-style-type: none"><li>○ Customer service</li><li>○ Management skills</li><li>○ Microsoft Office</li><li>○ Microsoft Word &amp; MS Excel</li><li>○ Microsoft PowerPoint</li><li>○ Data Analytical skill</li><li>○ Communication</li><li>○ Goal oriented and honest</li><li>○ Smart Work and dedicated.</li></ul>

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## My Work Experience:



MAC6 Global Trading  
Services, Lahore Pakistan

HR Executive  
Oct-2022 to Present

- ✓ Perform HR Administration and a full spectrum of local Payroll Processing.
- ✓ Check newly joined P-files in the pay system, ensure data are created correctly.
- ✓ HR Induction to new joiners.
- ✓ Maintain & update payroll records (allowances / deduction / overtime payment).
- ✓ Handle staff/worker resignation and termination.
- ✓ Assigned task to associates, Project Staffing, tracking progress and updating managers, partners, and clients as necessary.
- ✓ Review files, records, and other documents to obtain information and respond to requests.
- ✓ Support the whole recruitment process, ranging from sourcing, managing the pipeline, resume screening, scoring tests, arranging, and conducting an interview, communicating with line managers and offer negotiation.
- ✓ Participate in managing and evaluating vendors including job boards and headhunters.
- ✓ Data Entry, transcription and maintain personal files and record.
- ✓ Support 'walk-in' interviews in different cities across China.
- ✓ Responsible for end-to-end process of company leased accommodations Taking care of critical issues faced by landlords and employees.
- ✓ Created knowledgebase articles covering best practices to source candidates and statistics on hiring metrics.
- ✓ To search for quality candidates through intensive research, direct contact, the Internet and through employee reference to identify individuals with leading-edge skills.
- ✓ Searching for matching potential candidates for current openings utilizing different sources like employee referrals, company website, consultant referrals, advertisement.
- ✓ Screening and Shortlisting candidates according to requirement Scheduling and coordinating the interviews.
- ✓ Obtaining the feedback from the interviewers and analyses the gaps of the feedback Taking HR round interviews for Salary negotiations and finalization of all the candidates Handling employee referrals recruitment.
- ✓ Schedule, conduct and coordinates Walk-in interviews.
- ✓ Worked as Induction support for new entrants in the company Coordinating the formal procedure of the candidate joining.
- ✓ Used to interview several candidates in a day, short list them and then do the final selection.