



## SUMMARY

An organized, dedicated and diplomatic HR Management graduate & professional, with a proven ability to improve working environments and organizational development that cut across recruitment, talent management/acquisition, staff engagement, training, learning & development. Skilled in providing effective solutions and engaging as a business partner with senior Management to align HR strategies to company goals and employees benefits.

## EDUCATION

### Allam Iqbal Open University

Master's Degree in Business Administration,  
Specialization; Human Resource Management  
2017 – 2020

### Master's Thesis/Project

Title "Impact of social media marketing on  
purchase intentions, A Mediation Model"  
2021 – 2023

## SKILLS

- HR Operations, Administration & Services
- Sourcing, Interviewing & Recruiting
- Employee Coaching, Planning, Training & development
- Talent Management, Employee Relations, Culture and Diversity Management
- Implementing & Tracking Strategies, Policy making and legal compliances
- Creative, Innovative and Problem Sol
- Exceptional presentation, communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously

## CERTIFICATION

- Digital & Social Media Marketing
- Data Analytics & Business Intelligence
- Certified in different Event Management

## LANGUAGES

- English, Urdu, Hindi, Punjabi, Sindhi, Saraiki

## PROFESSIONAL EXPERIENCE

### HR & Business Development Manager

#### Greenland Real Estate & AL-BAROOJ Developers | 2019 - Present

- Managed Company's Organizational structure, Staffing levels Responsibilities and created strong Hierarchy Channels
- Worked with department Heads to understand their talent needs, and reduced the time-to-hire to fill those needs by 33%
- Managed Recruitment, Onboarding, Compensation & Benefits, Performance Management/Appraisal and Employee Relations compliance with Employment Laws
- Lead, Mentored and Motivated Marketing/Sales teams to enhance Business & Clients Satisfaction.
- Build new Clients, maintained strong relationships & Negotiated contracts and agreements to secure profitable business deals.

### Assistant Manager

#### Al Hafiz Advertising CO. | 2014 - 2018

- Assisting the general manager in organizing, planning and implementing strategies and setting objectives.
- Managing relations with clients/customers by monitoring and resolving their issues and complaints.
- Providing training delegating tasks supervising, leading and motivating employees.
- Helping with monitoring and tracking operating costs, budgets and resources.
- Generating reports, making analysis, interpreting and presenting data to General Manager

### Hotel Manager

#### AL-BAROOJ Hotel | 2012 - 2013

- Hire and onboard new hotel staff, training and engagement
- Organizing staff by Preparing and managing schedules and shifts
- Greet and register new guests
- Handling and solving customer complaints when necessary
- Managing budgets by Analyzing and interpreting financial information
- Manage and monitor hotel expenses while Maintaining statistical and financial records
- Supervise any maintenance work and renovations as well as Manage and track hotel inventory