

# F A R A H K A M A L

H R A S S I S T A N T M A N A G E R

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| Karachi , Pakistan

## P R O F E S S I O N A L S U M M A R Y

A motivated HR professional with 3 years of experience, who learnt to become competitive and developed skills for managing the complete employee life cycle from recruitment to exit. Possess proven ability to extend support in administrative related stuff accompanied with managing day to day operations efficiently and effectively. Employee retention and resource management is my sole aim for which my competencies foster me to identify organization's needs and cater them in a way which creates value for them and improves their ROI.

## A R E A S O F E X P E R T I S E

Office Administration  
Employee Relation  
Employee Onboarding

Policy Implementation  
Payroll processing  
Performance Management

Recruitment Support  
Documentation  
Management

## S O F T W A R E S A N D T O O L S

ATS Software  
HRIS  
Microsoft suite  
Microsoft Teams

Google Sheets  
Google Meets/Zoom  
Gmail / Outlook  
Google Drive

Calendly  
Slack

## SOFT SKILLS

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Teamwork  
Persuasion  
Effective Communication  
Compliance

Adaptability  
Collaborative  
Detail oriented  
Proactive

Problem Solving  
Planning Skills  
Time Management  
Fast typing speed

## WORK EXPERIENCE

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**Virtual HR Recruiter | GAOTEK INC ,USA | REMOTE**

**JULY 23-PRESENT**

**KEY RESPONSIBILITIES:**

- Recruiting Candidates with diverse backgrounds.
- Replying to applicants' emails and phone calls.
- Screening,shortlisting and scheduling interviews.
- Creating Job Descriptions.
- Posting job ads on general career websites.
- Managing candidates onboarding process.
- Generating offer letters and agreements.
- Conduct training sessions for the new candidates.
- Deals with the candidates termination process.
- Maintaining Spreadsheets and reports on a daily basis.

**HR Assistant Manager | GOODAYZ SOFTWARE HOUSE | PAKISTAN**

**JANUARY 21-JUNE 23**

**KEY RESPONSIBILITIES:**

- Conducting orientation and training sessions for new employees.
- Facilitating and documenting employees' enrollment in benefits including health and life insurance.
- Developing,ensuring and implementing all recruitment Policies, Rules & Regulations.
- Submit online job postings,shortlist candidates and schedule job interviews.
- Assist in Payroll processing using MS Excel and providing relevant data ( leaves ,bonuses ,absences)

- Setting up, monitoring and then tracking employee probationary periods.
- Handling employee requests, complaints and grievances.
- Compile and update employee records (hard and soft copies).
- Maintaining equipment and supplies.
- Assist with the half yearly performance appraisal.
- Proposed and coordinated in employee engagement and retention programs.

**HR interneer | GOODAYZ SOFTWARE HOUSE | PAKISTAN**

**JULY 20-DECEMBER 20**

**KEY RESPONSIBILITIES:**

- Maintaining administration work.
- Scheduling interviews and meetings.
- Ensure smooth communication with employees and timely resolution to their queries.
- Maintaining proper record of employee attendance and leaves.
- Participating in new hire Onboarding and orientation procedures.
- Preparing offer letters and sending rejection emails to the candidates.
- Assist in planning of company events.
- Timely reporting to the Senior HR officer on a daily basis regarding HR operations.
- Helping ways to continually improve the daily HR department and processes

**Receptionist | KENT CITY SCHOOL | PAKISTAN**

**FEBRUARY 20-JUNE 20**

**KEY RESPONSIBILITIES:**

- Interacting with teachers and other staff members to answer questions and resolve issues.
- Provide administrative support to the principal by managing their calendars and arranging meetings with staff members..
- Coordinating school events such as parents meetings,school plays and field trips.
- Collecting and distributing mail and messages to teachers and staff.
- Answering phones and greeting the visitors when they arrive at the school.
- Maintaining school records such as class rosters and student transcripts.
- Receiving,processing and responding to student paperwork such as enrollment forms.disciplinary notices and letters from parents and gaurdians.
- Adhere to all school confidentiality policies and procedures.

## EDUCATION

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University of Karachi, Pakistan | **Bachelors in Commerce**

IN PROGRESS

Board of Intermediate Education Karachi, Pakistan | **Interculation in commerce**

YEAR 2018

GRADE A

Board of Secondary Education Karachi, Pakistan | **General Science**

YEAR 2016

GRADE A

## CERTIFICATIONS

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- ❖ **Certified Practitioner Human Resource with applied methodology of PHRI/SPHRI** | NED University of Engineering and Technology

### Modules Covered:

- *Talent Acquisition*
- *HR Administration and shared Services*
- *Talent Management and Development*
- *Compensation, Benefits and work experience*
- *Employee relations and risk management*
- *HR Information Management*
- *Business Leadership*
- *Hr Service Delivery*
- *Measurement and Analysis*

- ❖ **The Human Resources Certification Program HRCI-PHR/SPHR** | Udemy

### Modules Covered:

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- *Human Resources Core Concepts*
  - *Business Management and Strategy*
  - *Workforce Planning and Employment*
  - *Human Resource Development*
  - *Compensation and Benefits*
  - *Employee and Labor Relations*
  - *Risk Management*

❖ **Diploma Course in HRM | akaaro consulting and training**

Modules Covered:

- *Smartly overcome HR challenges*
- *Manpower planning*
- *Competency-based job analysis.*
- *Current trends*
- *Key labor laws and their objectives*
- *Design salary structure*
- *Disciplinary procedure*
- *In HRIS, learn MS Excel, Google drive and SaaS products*
- *Email etiquettes and learn the techniques in email marketing.*
- *Psychological tips for employee engagement*

❖ **Certification Course in HRM | Udemy**

Modules Covered:

- *Recruitment and Selection Process Management*
- *Training & Development Process Management*
- *Performance Management System*
- *Motivation and Employee Management*
- *Payroll and Compensation Management*
- *Personal Records, Reports and Statistics*
- *Reward Management*
- *Employee Relations Management*
- *Human Resource Policy and Procedure Management*
- *Strategic Human Resource Management*

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- *HR Coursework and Skill Development*
  - *Useful Managerial and HR Skills*

### ❖ **Hr Analytics using MS Excel for HRM** | star tech academy

#### Modules Covered:

- *Essential MS Excel formulas and using them to calculate HR metrics*
- *Visualization in Excel and HR Dashboarding*
- *Data summarization using Pivot tables*
- *Basics of Machine Learning and Statistics*
- *Preprocessing Data for ML models*
- *Linear regression model for predicting metrics*

## HONORS & AWARDS

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- Secured 18th Position in Intermediate
- Awarded CA Scholarship

## INTERESTS

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- Volunteering and community involvement
- Research Writing
- Blogging
- Learning Languages
- Reading

## LANGUAGES

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- English
- Urdu