

SANJANA KHATRI

Date of Birth: April 28, 1994

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EDUCATION

<u>Qualification</u>	<u>Majors</u>	<u>Year</u>	<u>Institution</u>	<u>CGPA</u>
MBA	HR	2018- 2019	SZABIST , Karachi	3.01
BBA	HR,SCM	2012-2017	SZABIST, Karachi	2.9
Intermediate	Commerce	2012	The College of Commerce and Economics	B
Matric	Commerce	2010	The kehkashan City school	A

PROFESSIONAL EXPERIENCE

<u>Organization</u>	<u>Position</u>	<u>Work profile</u>	<u>Time period</u>
Texitech IT solutions (Pvt.) Limited	Intern, Human Resources	Maintain Resume database, Screening & shortlisting of potential candidates, Coordinate communication with candidates & schedule interviews, Successfully maintained & managed employee attendance & leave record of all branches in MIS ,Maintained & updated final settlement of employees, Renewal of Contractual Agreements	July ~ sept 2017
Royal Packages (Pvt.) Limited	HR Executive	HR Policies and Procedures, Associate Counseling, Staff Recruitment and Retention, Disciplinary Procedure, Associate Development & Training, Mediation and dispute resolution, Payroll processes, HR Policy manual and other write-ups, SOPs	Oct 2018 ~ Dec 2019

CO-CURRICULAR ACTIVITIES

- Worked as a member of event management at “LadiesFund International Conference”
- Attended workshop of 3-hour training session of WORDPRESS attended workshop of Adobe Creations Photoshop.
- Participated in the seminar entitled Infosys, Marketing and Operations Research Seminar.
- Worked at TCF in Rehbar Program.
- Director Communication in Munik 2016.
- Computer teacher in Indus Public School

TERM REPORTS/PROJECTS/SPECIAL ASSIGNMENTS:

- Role-play on, “unethical practices in Workplace”
- Project, Organized an event “The Brand Street” and its Report.
- Project: "Video Production and Viral Marketing Competition of Wedding Card Promotions"
- Research on "Factors effecting Impulse buying behavior of consumers in retail stores”
- Report on “The Turkey Ranch” an Entrepreneurship business idea.
- Report on “International business of biryani center”
- Report on “Microfinance in Pakistan”
- Report on sales department of “Yayvo by TCS. Report on “Product Development on Kaizen”
- Project on “Leadership Gap in Private and public organizations”.
- Written project on CPEC
- Project on “IT Computer Technologies”

ACHIEVEMENTS

- Worked as an Assistant Director HR and finance in Lions International Club SZABIST Karachi
- Awarded as outstanding performance in the management team IN SOCH Revamp Thinking Paradigm Conference.
- “Best Delegation” Award by ZENITH leadership and Development Conference.
- Recipient of recognition Award from Ladies Fund Organization.
- Worked and Member in ROTARACT Club of SZABIST Karachi Mid-City.

THESIS / RESEARCH PROJECT

Thesis: "The increasing trend of Women Entrepreneur in Pakistan."

Research Project: Managing diversity through Human Resource Management – A Qualitative inquiry of Higher Education of Pakistan

-References to be furnished upon request