**Faiza Shareef \_\_ \_\_\_\_\_**



**Email :** f\_zsk@hotmail.com

**Contact No:** 0335-2062053.

**Address No:** R-125, Sector 7D-2, North Karachi.

* ***OBJECTIVE***

A Challenging career in a leading and progressive organization with positively towards achievement of its goals.

***ACADEMIC CREDENTIALS*** (PROFESSIONAL QUALIFICATION)

***Qualification University Year***

**M.B.A**  Jinnah University for Women University, 2011

(H.R. M ) Karachi, Pakistan.

**BSc. (Science)** University of Karachi 2008

***TECHNICAL CERTIFICATE***

Diploma in Information Technology (D.I.T)

***PROFESSIONAL TRAINING***

Academy of Business Computer (ABC) recognized by Sindh Board of Technical.

***WORKING EXPERIENCE***

** RIKSOF (Private) Limited. (Software Company)**

***HR and Administration***

*(From November 06th, 2014 to Current working…)*

* Recruiting and interviewing applicant by calls on experience, skills and education.
* Oversee short-listing of resumes and arrangement of interviews with CEO.
* Promoting RIKSOF as an employer of choice on popular social media including Facebook, Twitter, Google+ and LinkedIn
* Promote RIKSOF at university campuses
* Publish Job posts on popular portals. Review applicant submissions and short list
* Schedule and conduct online tests
* Schedule Management Trainings
* Schedule and conduct on-site interviews along with the recruiting manager
* Prepare job offers, Employment Process, Record Maintenance
* Regular follow up with candidates and employees to ensure commitment to and excitement with company
* Verification of service documents
* Responsible for filing all HR documents including staff individual files
* Maintain all staff attendance record on weekly and monthly basis
* Draft Progress reports, letters, memos and minutes of meeting
* Preparing various letters like Offer letter, Experience Letter, Agreements, PSO Services Letter, Visa Letter , Rule of Violence letter etc
* Miscellaneous HR tasks

**C:\Users\Rehan Ali\Desktop\Imam Clinic.jpg**

**IMAM CLINIC HOSPITAL**

***Assistant Consultant Affairs***

*(From August 01st to November 05th, 2014)*

***Assistant to DIRECTOR MEDICAL SERVICES***

*(From April 1st 2013 to July 31st, 2014)*

* **Hospital Progress Report**
* **Consultant OPD Report**
* **Operation Theater Report**
* **Medical Record Keeping**
* **Supervise Medical files record room**
* Maintain & Organize record of Patient Discharge Files.
* **Miscellaneous Responsibilities**
* **Confidential Documents of concern department Signature by DMS**
* **Operate Software :**
* In page Urdu Software
* CCMS (Cash Counter Management System) Software.
* HMS (Hospital Management System) Software.
* PBMS (Patient Billing Management System) Software.

**The EDUCATORS**

***Office In charge (Morning Shift)***

***(****From March 01st, 2011 to May 31st, 2012)*

* **Recruitment & Selection**
* **Admission Inventory**
* **Transport Inventory**
* **Petty Cash Transaction/Log Inventory**
* **Maintain confidential office record.**

***REFERENCE***

Available Upon Request.