



AQSA MAHAK

Contact Information

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 Gulraiz 1, Chaklala Scheme 3, Rawalpindi

Profile

HR and Recruitment professional with **3+ years of experience** in **full-cycle recruitment, onboarding, HR operations, and employee relations** across industries including **power solutions, interior design, and software development**. Adept at HR documentation, policy compliance, and employee engagement, with strong communication and leadership skills.

Work Experience

Eqvnox Communications SMC Pvt. Ltd. | *HR Assistant*

Dec 2024 – Present

- Managed end-to-end recruitment: sourcing, shortlisting, and interviews.
- Handled employee records, documentation, attendance, and leave management.
- Supported onboarding processes and overall HR operations.

Panacea Logics (Software House) | *HR Executive*

Jun 2024 – Nov 2024

- Oversaw full recruitment cycle: job postings, screening, and interviews.
- Managed employee documentation and performance monitoring.
- Contributed to employee engagement initiatives.

Renove Interiors | *HR Assistant*

May 2023 – May 2024

- Assisted in job postings, interview scheduling, and onboarding.
- Prepared employee documentation and maintained attendance records.
- Organized training sessions and employee events.

APCC | HR Admin Officer

Jul 2021 – Oct 2022

- Maintained and updated HR records and employee files.
 - Monitored attendance and leave management.
 - Handled invoices, payments, and company expense records.
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Education

Arid Agriculture University

🎓 BBA – Bachelors of Business Administration (2017 – 2022)

GPA: 3.4

Punjab Group of Colleges

🎓 Intermediate in Commerce (2015 – 2017)

Grade: A

Key Skills

- ✓ Recruitment & Onboarding
 - ✓ HR Documentation & Operations
 - ✓ Employee Relations & Engagement
 - ✓ Performance Monitoring
 - ✓ Time Management & Adaptability
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Languages

- English
- Urdu