

# SHEEZA HABIB

HR EXECUTIVE

Johar Town,Lahore

03032856408

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## SUMMARY

Experienced HR professional adept at managing employee recruitment, benefits administration, and ensuring compliance with employment regulations. Skilled in overseeing the hiring lifecycle, educating staff on Company's comprehensive benefits, and maintaining meticulous employee records.Committed to upholding the utmost privacy and confidentiality standards for all employee information.

## TECHNICAL SKILLS

Clickup

Slack

ResourceIn

Photoshop

Canva

MS Word

MS Excel

Multi Tasker

Quick Learner

Communication skills

## EDUCATION

### Master in Computer Science

University of Sahiwal,Sahiwal

### Bachelor in Computer Science

Sir Syed College,Chichawatni

### Matriculation

Govt Crescent Girls High School

## PROFESSIONAL EXPERIENCE

### Topspot

March-2025 - July-2025

- Manage end-to-end recruitment processes, including sourcing, screening, interviewing, and onboarding new hires.
- Specialized in recruiting for technical positions including software, IT, and engineering roles.
- .Maintained candidate databases and managed the end-to-end recruitment cycle.
- Assisted in drafting job descriptions and posting vacancies to attract top talent.
- Built strong professional relationships with candidates to ensure a positive candidate experience.
- Coordinated interview schedules and followed up with candidates throughout the hiring process.
- Supported HR team in onboarding new hires and maintaining recruitment reports.
- Oversee smooth onboarding for new employees, ensuring compliance and seamless integration into company culture.
- Coordinate offboarding activities, including exit interviews, final documentation, and knowledge transfer.
- Maintained attendance data to support payroll and HR operations.

### Hashlogics

Dec-2024 - Feb-2025

- Recruitment Coordination: Managed full-cycle recruitment, ensuring efficient and timely hiring across departments.
- Job Description Development: Created and updated job descriptions to align with organizational goals and legal requirements.
- Personnel Management: Oversaw employee records, performance reviews, and resolved personnel issues effectively.
- Employee Onboarding and Offboarding: Managed onboarding for new hires and coordinated offboarding for departing employees.
- HR Policies and Compliance: Developed and enforced HR policies to ensure adherence to legal and regulatory requirements.
- Creative Problem Solving: Resolved HR challenges using innovative solutions to improve retention and employee engagement.
- Positive Employee Relations: Promoted open communication and positive work relationships through engagement initiatives.

**Games UI Designer**

Elpis Game Studio,Lahore

**Graphic Designer**

Aberrant Digital Services,Lahore

***FINAL YEAR PROJECT***

Online Railway Reservation System

**Certificates/Courses****Behance Portfolio**

<https://www.behance.net/sheezahabib1>