

Laiba Rabbani

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the organization as a whole - Striving for success.

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📍 Karachi, Pakistan



EXPERIENCE

Team Lead HR

September 2024 - Present

Logix Solutions

Tasks/Achievements

As the “**Team Lead HR**” at **Logix Solutions**, I play a pivotal role in overseeing both internal and external HR functions, ensuring seamless operations and strategic execution of HR initiatives. I act as a key bridge between the organization and its workforce, driving efficiency, engagement, and compliance while fostering a high-performance culture.

Internal HR Management:

- Spearheading the recruitment process to attract, assess, and onboard top-tier talent, ensuring the organization has a competitive workforce.
- Managing payroll processes, ensuring timely and accurate salary disbursement while maintaining compliance with labor laws.
- Developing and implementing comprehensive HR policies that align with organizational goals and industry standards.
- Overseeing performance management frameworks, including KPI setting, periodic reviews, and employee development plans to boost productivity and morale.
- Leading HR automation initiatives to streamline operations, enhance reporting accuracy, and optimize HR workflows.
- Ensuring compliance with labor laws, employee welfare regulations, and workplace ethics to maintain a fair and positive work environment.
- Conducting employee engagement activities, feedback surveys, and training programs to enhance job satisfaction and retention.

External HR Management:

- Leading and managing a dedicated team responsible for providing HR consultancy services to external clients across various industries.
- Overseeing end-to-end recruitment processes for clients, from job analysis and candidate sourcing to selection and onboarding.
- Designing and delivering impactful training and development programs to enhance workforce skills and ensure compliance with client-specific requirements.
- Managing employee relations and HR documentation for external clients, ensuring adherence to best HR practices.
- Advising client organizations on strategic HR planning, workforce optimization, and legal compliance.
- Creating customized HR solutions that align with business goals, enhancing client satisfaction and organizational growth.

HR Executive - Talent Acquisition

Oct 2023 - September 2024

Bari Mills (Pvt.) Ltd.

Tasks/Achievements

- **Recruitment Strategy:** Developed and implemented strategies to attract top talent. Collaborated with hiring managers to define job requirements and candidate profiles. Managed job postings on various platforms. **Sourcing Candidates:** Utilized online databases, social media, networking events, and referrals to identify candidates. Maintained a pipeline of qualified candidates and screened resumes.
- **Candidate Engagement:** Conducted initial phone screens and in-person interviews. Coordinated and scheduled interviews with hiring managers. Ensured a positive candidate experience through regular communication.
- **Selection Process:** Assisted in developing interview questions and selection criteria. Conducted reference checks and background screenings. Collaborated with hiring managers to select candidates.
- **Onboarding:** Facilitated a smooth onboarding process. Prepared offer letters and employment contracts. Assisted in new hire orientation and training programs.

Tasks/Achievements

- In my role within the organization, I spearhead recruitment and selection processes, ensuring that we bring top-tier talent aligned with our company's goals and values.
- Additionally, I play a crucial role in fostering employee relations, managing payroll, and implementing talent hunt and management strategies that enhance our workforce's engagement and performance.



EDUCATION

Bachelor in Business Administration - BBA
University of Karachi

02/2019 - 12/2022

3.5 CGPA

Courses

- Majors in Human Resources

Intermediate - Commerce
Sir Syed Govt. Girl College

08/2016 - 05/2018

A Grade

Matric - Science
S.M. Public Academy

04/2003 - 03/2016

A Grade



SKILLS

- Ms Word
- Ms PowerPoint
- Ms Excel
- Social Media Management
- Team Worker
- Planning and Organizing
- Writing Skills
- People Skills
- Presentation Skills
- Flexible Communication
- Time Management



LANGUAGES

English
Full Professional Proficiency

Urdu
Native or Bilingual Proficiency