**Farhana Qurban Ali**



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**Skype ID:** fqkhimani **Date of Birth:** April 19, 1986 **Residential Address:** L-274 Karimabad Colony, F. B. Area, Block 3, Karachi

An organized, detail-oriented, focused and self-starter Human Resource Professional having over 8 years’ of professional experience including 2+ years of Human Resource (Employee Relations and Operations) and 5+ years of administrative & secretarial. Excited to explore opportunities in Middle East (U.A.E) and gain knowledge of international human resource practices.

**PROFESSIONAL EXPERIENCE**

**Personal Statement**

*Human Resource is the Art of choosing the right person for the right job to achieve organizational mission and vision.*

Working as **Human Resource Generalist**, Human Resource Department since 19th February 2013 to present in IBEX Global - Karachi

**Work Profile:**

* Participate in Job Fair(s),
* Perform External Recruitment (Entry to Executive level),
* Conduct organizational and Policy orientation,
* Employee life cycle management across the organization,
* Handle Internal Job Posting (including: initial screening, conducting interview and offer placing to shortlisted candidate),
* Maintain & report Global Attrition of Organization,
* Maintain & Analysis of Disciplinary Hearings,
* Responsible for all employee information updation in HRIS,
* Identify, develop and implement improvements in HRIS processes and procedures,

**Personality Traits**

Self-starter, Focused, and

Organized

* Leading E-Filling project,
* Manage employee grievances & disciplinary hearings,
* Policy/SOP development and amendment,
* Payroll management across the organization,
* Overall HR operational support.

Worked as **Secretary to Director Nursing Services** since 13th June 2011 to 18th February 2013 in The Aga Khan University Hospital

**Work Profile:**

* Provide department orientation and train coworkers,

**SKILLS & INTERESTS**

* Efficient in processing data and information and keeping records,
* Proficiency at using Microsoft Office
* Maintain and update attendance and leaves in system of Nursing Division on People Soft and Excel,
* Compile the appraisal rating of Nursing Division,
* Prepare hospital wide absenteeism and overtime reports for Division,
* Coordinate the interview with the respective department,
* Administrative and Secretarial Support to Director Nursing Services.
* Physical employee file management,
* Taking calls, messages and disbursing the information accordingly,
* Arrange meetings, conferences and symposiums and schedule management,
* Other administrative work as and when assigned by the immediate supervisor.

Worked as **Secretary to Faculty** since 01st November 2007 to 11th June 2011 in The Aga Khan University – Institute for Educational Development

**Achievement:**

Outstanding performer at The Aga Khan University – IED

**Work Profile:**

* Assist faculty for academic teaching,
* Compile results/ research data,
* Arrange logistics and support in academic research activities etc.

**EDUCATION**

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| --- | --- | --- | --- | --- |
| **Qualification** | **Majors** | **Year** | **Institution** | **CGPA** |
| EMBA | Human Resource Management | 2013 | SZABIST, Karachi | 3 |
| BCom | Commerce | 2009 | University of Karachi (External Candidate) | 2nd |
| Intermediate | Pre Medical | 2005 | The Paradise College | C |

**TERM REPORTS/PROJECTS/SPECIAL ASSIGNMENTS**

* **Research Project -** Causes & Effects of Absenteeism on Performance of Non-Management Workersin The Aga Khan University, Hospital, Karachi

**References:**

Will be furnished upon request

* **Business Research Methods-** Effects of 360 Degree Feedback System on Employees Motivation
* **Ethics and Corporate Governance -** Workplace Harassment: Psychological Theory, Pakistani Law andQuranic

**References to be furnished upon request**