 **MARYAM AFZAL LAKHA**

House #B-37, Block 13C, Gulshan-e-Iqbal,

Karachi, Pakistan.

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A committed & result driven individual with 4 years’ experience in Operational and Strategic Human Resource Management. Possess ability to deal with culturally diverse workforce and have proven skills for designing, implementing and communicating various HR systems/policies across the board. Believe in achieving results with and through people. Presently, associated with AMAN Foundation (Social Impact Organization of Abraaj Capital Holdings, UAE) as Specialist Placement. My experiences have taught me that my success strongly depends on my accountability level. Therefore, in any activity, I seek to assume responsibility for the deliverance of high quality outcomes in both good and bad times, and take ownership of all responsibilities within my own role.

***Professional Background***

***The Aman Foundation (July 2014 - Present)***

The Aman Foundation is a not for profit trust which aims to champion dignity and choice for the underserved, focusing on Health, Nutrition and Education. Through direct intervention we aspire to derive scalable, sustainable and systemic change in Pakistan.  
  
Healthcare – Development and implementation of healthcare systems ranging from Emergency Medical Response, Community Health Workers, and TeleHealth initiatives to Mother-and-Child Hospitals.  
  
Education and Skills – A Vocational Training Institute designed to transform unemployed and untrained youth into productive members of society and the Teach For Pakistan Program, a nationwide movement of graduates and young professionals that commit two years to teach in under-resourced schools.  
  
Nutrition – Provision of nutritious and hygienic meals to school children to reduce hunger and malnutrition; increasing school enrollment and attendance simultaneously.  
  
In addition to its social development initiatives, Aman Foundation engages in venture philanthropy by providing strategic grants to organizations with high social impact that work in the Foundation’s core areas of focus.

***Placement Specialist (July 2014 - Present)***

* Provide support to core HR functions in sourcing the right talent from the available placement pool against the positions requisitioned by clients
* Ensuring business development, acquisition, retention and loyalty of clients by placing committed individuals fit for the job and at the right time
* Review & initiate new sourcing placement methodologies for placement within Pakistan & abroad
* Stay up to date on the latest on-going industrial trends both from technical & compensation perspective through research within the designated segment
* Carry out gap analysis to assess training & development needs of the employees in his/her area of responsibility by developing associates for higher responsibilities in the attainment of personal goals and organization objectives
* To provide direction and leadership to manage staff, resources and budget in a cost effective, time efficient and productive manner
* Adhere to and ensure compliance of all government regulations as they relate to the placement of individuals in the industry both locally& internationally.

***Talent Network International***

***Recruitment* *Specialist (September* *2013* – *June* *2014)***

* Responsible for handling the execution of human resource operations including recruitment, hiring, separation of employees
* Lead the creation of a recruiting and interviewing plan for each open position
* Identifying, highlighting and propose solutions for business processes excellence
* Primarily looking after Selection, Recruitment and Employee Relations
* Responsible for effective and fast recruitment processes externally
* Hiring for technical and non-technical position for the Company and for outsourced projects
* Designing Job Adverts/ Job Posting on Portals, Searching and screening resumes on the basis of skill set or Job specification and Advertising vacancies appropriately by drafting and placing adverts in a wide range of media
* Revised workflows for Recruitment and selection
* Execute pre-screening and/or final phone/face to face interviews for junior & mid-level posts & supports all parties in concern with assessment
* Conducting telephonic, face-to-face, Skype and video conference interviews
* Establishes recruiting requirements by studying organization plans and objectives; meeting with Managers to discuss needs
* Suggest proper Medias for approaching the right caliber candidates
* Headhunting-identifying and approaching suitable candidates
* Completing a search of the candidate database to find the right person for the employer’s vacancy
* Requesting reference and checking the suitability of application before submitting their details to the employer
* Assessing business needs for Talent acquisition and talent deployment for local Clients
* Building and maintain an active and organize pool of applicants for various positions. This includes active search in the local workforce market and a structured handling of spontaneous candidates
* Conducting interviews negotiate rates & salaries and submitting qualified candidates
* Sending rejection emails to unqualified candidates & managing Database (clients, candidates, and suppliers)
* Generating weekly- monthly recruitment reports

***Salimagencies (OEP)***

***Recruitment Specialist (January 2012 – August 2013)***

* As Recruitment Specialist, responsible for scheduled and conducted initial interviews of short-listed candidates
* De-briefing the candidates according to the job’s required potential responsibilities and remuneration.
* Dealing and making correspondence with concerned clients as per requirement.
* Managing, scrutinizing and completing the documents of employees required to complete the hiring process.
* Understanding the client’s Requirements & making Job Ads & Posting Job Ads on Multiple Websites, Groups & Social Networks
* Coordinate with universities, events in relation to targeted individuals
* Receiving candidates at interviews & giving them technical / IQ test papers prepared by seniors
* Organizing and coordinating the walk-In & Scheduled interviews with the clients
* Follow-ups at regular intervals with the candidates till they join the organization and dealing with their various queries
* Generating weekly- monthly recruitment reports

***Hilton Pharma***

***Internee (December 2010)***

* Internship in Quality Assurance , Production, Quality Control and Dispensing department

## EDUCATION DETAILS

**Shaheed Zulfikar Ali Bhutto Institute Of Science And Technology**

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| **Mba (HR) In Process** |  |

**Hamdard University**

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| **Pharm D (2010)** |  |

**Govt. College for Women’s**

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| **Intermediate (2005)** |  |

**Little Folks Secondary School**

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| **Matriculate (2003)** |  |

## ACADEMIC PROJECT

* Achieved 1st Position in Entrepreneurship “Business plan” Project in 2015

## TRAINING & CERTIFICATIONS

* Certification in Value creation Plan (VCP Training)
* 02 days training on train the trainer program. (Achieved 3rd position)
* 03 days workshop on TTVT (Train the values Trainer) on “Mera Aman”
* 02 days workshop on Mental Health Fist Aid (MHFA) Training
* 02 days orientation / training on Career Counselling and Vocational Guidance
* Certificate course in MIS and Business Economics from SZABIST in 2014

## PERSONAL DETAILS

Date of Birth : 10th December, 1988

NIC # : 42201-4864078-4

Marital Status : Married with a son

Nationality : Pakistani

Religion : Islam

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## OTHERS

* Social Media Head of OPEN Karachi SZABIST Chapter
* Reading novels and magazines, networking, hanging out with friends and family etc.

**REFERENCES AND SUPPORTING DOCUMENTS WILL BE FURNISHED UPON REQUEST**