

# TEHREEM ALI KHAN

## HUMAN RESOURCES

### PROFILE

To obtain a challenging role in Human Resources Management where I can apply my expertise in Talent acquisition, Learning and Organizational Development and Compensation & Benefits to support the growth and success of the organization.

### EXPERIENCE

#### HUMAN RESOURCES EXECUTIVE

##### The Indus Hospital And Healthcare Network

01/23 - PRESENT

- Managing HR operations in the capacity of employment functions, Process Monthly Payroll, Preparation of Final settlement of separated employees, addition & deletion of staff on HMIS, Process salary advance and loan forms.
- Managing Current Employees Health and Life Data.

#### HUMAN RESOURCES INTERN

##### Fly Jinnah

11/22 - 12/22

- Managed cabin crew recruitment process.
- Shortlisted Candidates through SAP system.
- Scheduled Interviews on email or via Telephonic calls.
- Part of the Interviewer Panelist.

#### HUMAN RESOURCES INTERN

##### 10Pearls (Pvt) Ltd.

06/2022 - 08/2022


- To call candidates for the interview.
- To make different letters such as resignation, acceptance letter.
- To schedule the date and timings for the interview.
- To maintain the Employee Record on Excel.
- To undergo the documentation process of the new joiners in the company.


#### HUMAN RESOURCES INTERN

##### Jaffer Brothers (Pvt) Ltd.

01/2022 - 03/2022

- To update the Training Calendar on Excel.
- To make Training Invites using canva.
- To write Emails to people in charge of Training and Development Department.
- To call candidates for interview.

 0335-2731802

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 Karachi

### EDUCATION

#### BACHELORS IN BUSINESS ADMINISTRATION - HR

##### Institute Of Business Management (IOBM)

2019- 2023

CGPA 3.61

#### A LEVELS

##### Nixor College

#### O LEVELS

##### The Mama Parsi Girls' Secondary School

### SKILLS

- MS Excel
- Canva
- Chinese Language
- Communication Skills
- Presentation Skills
- Multi Tasking

### PERSONAL PROJECT

- Conducted Training on Decision Making