

# mariyem mumtaz

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## Experience



### Human Resources Executive

Kavtech Solutions (Private) Ltd.

Nov 2022 - Present (6 months)

Design and implement overall recruiting strategy

Develop and update job descriptions and job specifications

Perform job and task analysis to document job requirements and objectives

Prepare recruitment materials and post jobs to appropriate job board/newspapers/colleges etc

Source and recruit candidates by using databases, social media etc

Screen candidates resumes and job applications

Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule

Assess applicants' relevant knowledge, skills, soft skills, experience and aptitudes

Onboard new employees in order to become fully integrated

Monitor and apply HR recruiting best practices

Provide analytical and well documented recruiting reports to the rest of the team

Act as a point of contact and build influential candidate relationships during the selection process.

Promote company's reputation as "best place to work."



### Associate HR Officer

Kavtech Solutions (Private) Ltd.

Nov 2021 - Nov 2022 (1 year 1 month)

Assisting with the recruitment and onboarding of new employees

Developing programmed that enhance employee relations

Ensuring employees have correct pay and benefits

Delivering compensation and benefit comparison reports to the executive team

Promoting equality, health and safety within the company

Ensuring that company employment policies follow national laws and regulations

Advising executives on matters of salaries, redundancy and employment law

Recording and processing confidential information



### Internship Trainee

Islamic Development Bank (IsDB)

Oct 2017 - Dec 2017 (3 months)

Answered phone and performed clerical duties to assist human resources department.

Delivered friendly assistance with new hires throughout interviewing and hiring process.

Filed paperwork, sorted and delivered mail and maintained office organization.

Consulted with supervisor to identify company needs and preferred employee qualifications.

Created and updated tracking spreadsheets using MS Excel.

Drafted technical documents, social media posts and internal memoranda.

Informed applicants about job conditions and benefits.

Contacted references and performed background checks.

Pre-screened resumes prior to sending to corporate hiring managers for consideration.

Improved organizational filing systems for confidential employee records, resulting in improved accessibility and efficiency.

Worked alongside global business leader to deploy new training strategies.

## Education



### University of the Punjab

Master's degree, Human Resources Management and Services

2019 - 2021

## Skills

Succession Planning • Recruiting • Human Resources Information Systems (HRIS) • Technical Recruiting  
• Human Resources (HR) • English • Microsoft Office