

Contact

noor_ayesha@outlook.com

www.linkedin.com/in/ayesha-noor-291917136 (LinkedIn)

Top Skills

Human Resources

Web Content Writing

Management

Languages

English

Urdu (Native or Bilingual)

Punjabi

Certifications

Social Recruiting for Recruiters

Ayesha Noor

Lead Tech Recruiter | People Partner at MedznMore | X Gaditian |
Always on a match making hunt for People & their Careers!

Karāchi

Summary

Hands on experience of being an HR Generalist, with expertise in Talent Acquisition experience (in-house, proposal staffing, head hunting, executive search) in a fast-paced and high-volume context. An avid learner with expertise in conducting interviews & Technical Assessments.

- Recruitment: With focus on Talent Acquisition, skilled in Recruiting strategies, Executive search & Head Hunting.

- Compensation & Benefits: Assisting in maintenance of payroll and address employee grievances regarding compensation.

- Training: Managed development programs for in-house training. Coordinated with Business Unit Heads to ensure synchronization.

Demonstrated Project Management experience: Project Coordination and Planning, Budget Management, etc.

- Compensation Analysis: talent mapping, salary scales, internal and external market equity and compa-ratio analysis.

- Writing Skills: Skilled in analyzing & detailing Job Descriptions, creative content for company's website & magazine, strategic reporting, developing SOP's for Talent Acquisition, training material for on-boarding/orientation, etc.

- Management: Ability to multitask & synchronize work in a way that maximizes productivity.

- Tech Savvy: MS Office, Company's internal Portals, Social Media (Facebook, LinkedIn Recruiter, other recruiting websites).

Experience

MEDZnMORE

Lead Recruiter | People Partner - Tech

February 2022 - Present (2 months)

Karāchi, Sindh, Pakistan

Freelancer.com

Freelance Writer

December 2015 - Present (6 years 4 months)

Responsible for delivering plagiarism free, SEO Optimized articles, e-books, blog posts and researches.

Gaditek

4 years

Senior Talent Acquisition Specialist

January 2021 - February 2022 (1 year 2 months)

Karāchi, Sindh, Pakistan

HR Executive

May 2019 - January 2021 (1 year 9 months)

Associate HR Executive

March 2018 - January 2021 (2 years 11 months)

Karachi

Hasnain Tanweer Associates (Pvt) Ltd

Management Trainee- Recruitment

March 2017 - October 2017 (8 months)

- Headhunting candidates for senior level positions.
- Review & match candidates with the description of job.
- Communicating & conducting follow-ups with eligible candidates.
- Social Media Marketing of vacancies.
- Sorting out relevant CV's for profiles that suit criteria.
- Contacting & lining up interviews of finalized candidates.
- Conducting tests of candidates as & when needed.

Jubilee General Insurance Company Ltd

Intern

July 2016 - August 2016 (2 months)

Karachi, Pakistan

- Assisted in scheduling CSR activities within & outside the company.
- Was responsible for maintaining records of employees & assisted in organizing the paperwork.
- Helped in organizing an event for the company's employees on 14'August.
- Lined up training sessions and inquiries for employees.

Foundation Gas, A Project of Fauji Foundation

Intern

June 2016 - July 2016 (2 months)

- Checking & Re-checking bowzer (tanks) orders upon arrival.
- Maintaining records of all vouchers & receipts.
- Tallying vouchers with Ledgers to check for errors.
- Assist in implementing HR policies and procedures
- Proofread HR documents including audits, marketing information, and handbooks
- Coordinate candidate interviews, physicals, and testing
- Create and/or update current job descriptions

Everest Grammar School

English Teacher

August 2012 - September 2013 (1 year 2 months)

Education

Karachi University

Master of Business Administration (M.B.A.), Human Resources · (2015 - 2016)

Karachi University

Bachelor's Degree, Commerce · (2012 - 2014)

Govt. BAMM PECHS College

Associate's Degree, Computer Science · (2010 - 2012)