

## CURRICULUM ITAE

### OBJECTIVE

*I am seeking a challenging career to utilize my skills, abilities, education and to work within the environment where hard work, knowledge and experience are appreciated. I am pro-active, committed, and ambitious, have strong communication skills, flexible and can adapt quickly to change.*

### PERSONAL PROFILE

- Father's Name : Mohammad Iqbal
- Date of Birth : 17-01-1985
- Religion : Islam
- Nationality : Pakistani
- N.I.C No. : xxxxx-xxxxxxx
- Marital Status : Married
- Contact No. : 0333-8333433
- E-mail : ranaqaiser671@gmail.com

### ACADEMIC QUALIFICATION

- Punjab College of Commerce, Bachelor in Commerce
- Rawalpindi Institute Of Informatics College of Commerce (Inter in Computer science)
- Sir Syed Public School Tipu Road Rawalpindi;(Metric),

### EXPERTISE

- Management Skills
- Self-Directed
- Reliable & Trustworthy
- Dependable & Responsible

### WORK EXPERIENCE (HIGHLIGHT ACHIEVEMENTS & IMPACT)

#### ✦ HR MANAGER WHALES313 [ 3 YEARS]

- LED HR OPERATIONS FOR A WORKFORCE OF [X] EMPLOYEES, OVERSEEING RECRUITMENT, ONBOARDING, AND PERFORMANCE MANAGEMENT.
- DEVELOPED AND IMPLEMENTED HR POLICIES THAT IMPROVED EMPLOYEE SATISFACTION AND RETENTION BY [%].
- MANAGED PAYROLL, BENEFITS ADMINISTRATION, AND COMPLIANCE WITH LABOR LAWS, REDUCING COMPLIANCE RISKS.

- STREAMLINED RECRUITMENT PROCESSES, REDUCING HIRING TIME BY [%] AND IMPROVING CANDIDATE QUALITY.
- CONDUCTED TRAINING PROGRAMS TO ENHANCE EMPLOYEE ENGAGEMENT AND LEADERSHIP DEVELOPMENT.
- HANDLED CONFLICT RESOLUTION AND EMPLOYEE GRIEVANCES, FOSTERING A POSITIVE WORK ENVIRONMENT.

## KEY SKILLS SECTION (TO STAND OUT)

✓ TALENT ACQUISITION & RECRUITMENT

✓ EMPLOYEE RELATIONS & ENGAGEMENT

✓ PERFORMANCE MANAGEMENT

✓ HR POLICY DEVELOPMENT

✓ CONFLICT RESOLUTION & MEDIATION

✓ COMPLIANCE & LABOR LAWS

✓ PAYROLL & BENEFITS ADMINISTRATION

✓ LEADERSHIP & PEOPLE MANAGEMENT COMPUTER SKILLS

- Internet Browsing (All types of Online combination, E-mail & Messenger Services)
- MS Office
  - MS Word
  - MS Excel
  - MS Power Point

## PROFESSIONAL EXPERIENCE

- Work as sale manager at Iqbal Jewllers New Sarafa Rawalpindi

## EXTRA CURRICULAR ACTIVITIES

- Reading Books
- Travelling
- Body Building
- Painting
- Football

## LANGUAGES

- English
- Urdu
- Punjabi

## REFERENCE

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