

SABA KHAN



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OBJECTIVE

- HR professional with 4 years of experience at The Coca-Cola Company in Pakistan
- Proven credentials in Recruitment, Training & Development, Office Management, and Well-Being programs
- Advanced skills in project management, feasibility analysis, relationship management and team management
- An efficient communicator combining sound coordination, interpersonal skills, planning and decision making to enhance overall organizational performance

SUMMARY OF QUALIFICATIONS

Mid Level HR Associate with 4 years of management experience, a Masters degree in Human Resource Management

- Certification in Effective Presentation Skills
- Certification from Spoken English Institute (Berlitz)

WORK EXPERIENCE

The Coca-Cola Company Pakistan & Afghanistan Region, Lahore 2013 to Present

HR Associate

- Talent Recruitment: Assisting HR director in recruitment of more than 15 associates in different functions, mainly focusing on marketing and technical operations. I led the connections with external talent acquisition firms, shortlisting suitable talent profiles, scheduling interviews, and background verification
- Training & Development: Leading training & development for 30+ associates across different functions. Established development needs through gap analysis conducted jointly with people managers. Selecting appropriate local and international training vendors, and conducting 25+ trainings over last four years
- Motivational Trips: Leading development and motivational trips for associates, distributors and media. I led the process from finalizing the destination, choosing the suitable travel agent, hotels and flights. Also, led large groups (500+ people) over 3-5 days for multiple activities
- Time Tax Management: Leading Leave record implementation for more than 65 associates in the head office and plant operations
- Well-Being: Initiate Boot Camp at premises, initiate healthy menu for associates, arranged sports day, assist in our internal fitness challenge
- Office Management/Vendor Dealing: Liaison with vendors to explain the Projects requirement and execution, Verification of items/products from the vendor & ensure according to business/Project. Educating vendor regarding company policies & checking their due license.

The Coca-Cola Company Pakistan & Afghanistan Region, Lahore 2012 to 2013

Operations Analyst

- Sales analysis: Collection of Periodic Sales Report of Bottling Partner. Compiling & Analyzing the Sales Report Against the set Target & Plans
- Sales incentives management: Implementation & Timely Execution of Incentive and Promotion Plan for the Commercial Partners. Implementing Management Decision to Mitigate the risks to keep the sales on Track
- Demand Planning: Forecasting weekly, monthly and annual sales; updating the forecast based on monthly target achievement
- Trade marketing: in close collaboration with marketing team, I developed trade marketing plans for Sprite in 2013 which were implemented across 150,000 outlets in Pakistan.
- Celebrity management: Assisting Public Relations director in hiring and managing international cricket celebrity Shoaib Akhtar for Sprite 2013 campaign

The Coca-Cola Company Pakistan & Afghanistan Region, Lahore Dec 2011 to April 2012

Internship in Procurement

- Learn how to run payment process
- Invoice process

ACHIEVEMENTS

- Recognition award for successfully completing Project of Office shifting
- Initiated & Developed Associate Well-Being Project
- Planned & organized Group President tours
- Arrange Women Day at Premises every year
- Best Lunch Menu roll out for employee motivation with different ideas

EDUCATION

Master in Human Resource Management, University of Punjab, Lahore 2010
GPA 3.13/4.0
Bachelors in Arts, University of Punjab, Lahore May 2008

COMPUTER SKILLS

- Excel, MS Word, PowerPoint
- SAP

PERSONAL PARTICULARS

- Date of Birth: 27th December 1988
- Marital Status: Married
- Nationality: Pakistani
- Passport: Pakistan

LANGUAGES

English: Good spoken and writing
Urdu: Native

ACTIVITIES AND INTERESTS

Gardening, Cooking

REFERENCES

Available upon request