



BUSHRA NAZ

Executive HR- Employee Relation

ABOUT ME

I am a dedicated, organized and methodical individual. I have good interpersonal skills, am an excellent team worker and am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of HR areas. I have an active and dynamic approach to work and getting things done. I am determined and decisive. I identify and develop opportunities.

EDUCATION

Bachelor Of Science
University of Karachi | (Present)

- Intermediate

Pre-Medical
K.M.A Girls Degree College | 2013 - 2015

- Matriculation
Science
K.M.A Girls Secondary School | 2013 - 2015

WORK EXPERIENCE

Executive HR- Employee Relations June 2021 -
Human Resources Solutions International- HrSi

- Maintaining Data base - Manual & software
- Manage Insurance - Life, Medical & Death insurance
- Issuance of all kind of letter from on-boarding to terminations i.e. Offer, Appointment, Reference, Warning, Show cause, experience & termination letters.
- Issuance of Job Cards and medical Cards
- Maintaning pay slips manually and via software.
- Enrollment of employees in EOBI portal and managing ESSi addition

CONTACT



Memon Society, Lyari, Karachi



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0303-2781730

SKILLS

Critical Thinking



Adaptability



Conflict Resolution



Teamwork



Client Dealing



WORK SHOPS

Employee Grievance & disciplinary Actions
By Managment Association of Pakistan in 2023

Effective & Ineffective Teachers
By INFAQ - 2016

Islamiat
By OXFORD - 2016

PEACE
By PAK YOUTH CLUB- 2013

AWARDS

Award for **English Speech** on
Defense day - 2018
D.J Sindh Govt Science College

Award for **Science Exhibition**
3rd position - 2017
D.J Sindh Govt Science College

Award for **National Song** on
Defense Day - 2017
D.J Sindh Govt Science College

Award for **National Song** on
Pakistan Day - 2017
D.J Sindh Govt Science College

Award for **English Speech** on
International Earth Day - 2012
Intel Education

Award for **Science Exhibition** 2012
K.M.A Girls Sec School

Award for **Talent Show** 2011
K.M.A Girls Sec School

Award for **100% Attendance** 2011- 12
K.M.A Girls Sec School

SOCIAL WORKING

Appreciation from **CPK GREEN KARACHI**
Plantation drive 2023

Member of Rotaract Club of Sunset
Millennium, Distt 3271

Volunteer at HOL Foundation

Jr. Consultant - HR Services Feb 2021 - May 2021
Human Resources Solutions International -Hrsi

- Initiate Employment and Reference verification via call and email.
- Initiate Online degree verification.
- Share collective report to client
- Generate invoices via software.
- Share consolidated sheets of candidates with clients for requirements and closures.

Internship Jul 2020 - Jan 2021
Human Resources Solutions International -Hrsi

CERTIFICATIONS

- HR Management *(Present)*
Lyari Entrepreneur Academy
- Advance Excel *Oct - Dec 2022*
Lyari Entrepreneur Academy
- Online Graphic Designing *Jul -Oct 2022*
Jawan Pakistan
- IT Essentials *Jan - Mar 2016*
Cisco Networking Academy
- MS Office *Jun - Aug 2013*
Bantva Adam Computer Institute
- English Access Microscholarship program
Oct 2010 - Jul 2012
U.S. Embassy Islamabad

INTERESTS

- Writing Composition
- Cricket
- Vlogging
- Photography
- Chess
- Stand up Comedy
- Reading Books
- Play Guitar