



SIDRA REHMANI (SILA)



Sr. HR Officer | Generation's Pvt Ltd | MBA HR Management | MPA

To join Human Resource team of any national or international corporate sector where I could utilize my skills, abilities and experience to contribute to the success of the organization and also adapt new skills and ensure my professional and personal growth.



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Karachi, Pakistan

ABOUT ME

An MBA HR from Karachi University Business School having diversified experience in HR Management, Office Administration, Admission Counseling, Recruitment and Selection, Payroll Management, Policy development & Records Management. Currently working as a Sr. HR Officer at Generation's Pvt Ltd, Head Office - Karachi.

SKILLS & EXPERTISE

✓ MS Office	✓ Conflict Management	✓ Performance Review	✓ Administrative Skills
✓ HR Management	✓ Recruitment & Selection	✓ Business Communication	✓ Ethics & Integrity
✓ Organizational development	✓ Job Advertisement	✓ Growth & Succession Planning	✓ Team Management
✓ Event Management	✓ Records Management	✓ Training & development	✓ Time Management

EMPLOYEMENT HISTORY

Sr. HR Officer	Generation's Pvt Ltd Head Office Karachi	Jun 2020 - Present
HR Admin & Admission Counselor	OZ Consultancy Services Karachi Office, Karachi	May 2018 – May 2020
Assistant HR & Admin	IEN - International Education Network (A-level), Karachi	Jun 2015 – May 2018
Assistant Administrator	ADM - Artistic Denim Mills, Karachi	Jul 2012 – Nov 2014
Intern	National University of Computer & Emerging Science	Jan 2012 – Jun 2012

EDUCATIONAL BACKGROUND

MBA - HR Management	Karachi University Business School	Awaiting for results
MPA- Masters HR Management	University of Karachi	Aug 2018 – Jun 2019
PGD - Human Resource Management	University of Karachi	Aug 2017 – Jun 2018

EXTRA-CURRICULAR ACTIVITY

- Online teaching – private students
- Freelancing

LANGUAGES

English | Proficient
Urdu | National Language

HOBBIES

Book Reading | Poetry
Freelancing

PERSONAL INFORMATION

Permanent Residence: Karachi, Pakistan

REFERENCE

Prof. Dr Mustafa Hyder | University of Karachi
Tel: 0300-2663286, **Email:** abdul.saeed@nu.edu.pk

Mr. Abdul Saeed | National University of Computer & Emerging Science
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