


# NIMRAH AKRAM SHAH

## HUMAN RESOURCES

 0333-3243218

 Nimraakram2018@gmail.com

 Gulshan e Iqbal, Karachi

## PROFILE

I am a qualified and professional Human Resource. Having strong creative and analytical skills. Team player with an eye for detail. Looking to join an ambitious team where I can boost my career.

## SKILLS

- Proactive
- Good communication
- Leadership skills
- Strategically work
- Problem-Solving
- Conflict handling
- Time management
- Innovative

## EXPERIENCE

### HR EXECUTIVE

Asian Inspection Services Pvt Ltd

September 2022 - Present

- Manage recruitment cycle and fulfil resource requirements of the departments.
- Resolve employees issues and motivate them to work with dedication.
- Bridge a gap between employees and their HODs.
- Retain good resources.
- Maintain daily attendance, prepare payroll and make allowances.
- Organizing events - lunch, Ramadan gifts, picnics etc.
- Keep employees records in their personnel files.
- Have know how about insurance, PF.
- Issue show cause notices, warnings after inquiry of the incidents.

### HR ASSISTANT

NiXaam LLC

November 2021 - Sept 2022

- Manage remote team of Software Developers.
- Provide trainings to the staff and develop them by doing counseling.
- Coordination with vendors for admin tasks.
- Address employees concerns and provide them solutions.
- Shortlist candidates - schedule and conduct interviews.
- Monitoring employee performance by HubStaff and making payroll by fetching attendance from it.

## EDUCATION

MASTERS IN HUMAN  
RESOURCE MANAGEMENT

University of Karachi

2019 - 2021

BACHELORS IN ECONOMICS

University of Karachi

2015 - 2018