

# MARYAM RIAZ

## Career Objective

To work within the field where, there is a maximum chance of learning and grow. Furthermore, use and expand upon my technical, analytical and managerial abilities as well as my interpersonal and leadership skills with the aim of contributing to the future success of the organization, and my personal and professional development.

Cell: 0307-0229164  
E-mail: mymmallick\_10@live.com  
Address: North Karachi, Karachi, Pakistan

## EXPERIENCE

### Human Resources Executive

Vertical Edge (SMC – Private Limited)

Mar, 2023 – Till

- Coordinating with hiring managers to identify staffing needs.
- Determining selection criteria.
- Sourcing potential candidates through online channels (e.g., social platforms and professional networks.)
- Assist with screening resumes and applications.
- Collect and update our database with new hire information.
- Plan interview and selection procedures, including screening calls, assessments and in-person interviews

### Talent Acquisition Executive

DMK Consultancy

Feb, 2022 – Oct, 2022

- Coordinating with hiring managers to identify staffing needs.
- Determining selection criteria.
- Sourcing potential candidates through online channels (e.g., social platforms and professional networks.)
- Assist with screening resumes and applications.
- Collect and update our database with new hire information.
- Plan interview and selection procedures, including screening calls, assessments and in-person interviews
- Assess candidate information, including resumes and contact details, using our Applicant Tracking System
- Design job descriptions and interview questions that reflect each position's requirements
- Lead employer branding initiatives
- Organize and attend job fairs and recruitment events.
- Foster long-term relationships with past applicants and potential candidates

### HR Assistant

Ashrafi Foods Industries

Oct, 2020 – Mar, 2021

- Maintaining employee's personal files.
- Conducted prescreening and telephonic interviews for short listing candidates.
- Monitoring staff performance and attendance.
- Maintain Payroll.
- Maintain Sales Report too.

### Human Resource Intern

Fauji Fertilizer Bin Qasim Limited (FFBL)

Jun, 2019 – Aug, 2019

- Maintaining employee's personal files.
- Proofread HR documents.
- Prepare Separation Checklist.

### Assistant Coordinator to Merchandiser

Soorty Enterprises Limited

May, 2014 – Jul, 2015

- Prepare samples and perform sample testing and reporting.
- Coordinate with merchandiser to develop seasonal products.
- Develop merchandising guidelines and reference documents for team members.
- Arrange meeting between Buyers, Merchandiser, Production, Finishing teams
- Coordinate with production team to produce shipment according to buyer.
- Check & balance all shipment procedure.
- Recorded & update all shipment details on ERP system.

## STRENGTHS

Effective/ Efficient Decision Making

Hardworking

Time / Stress Management

Motivator

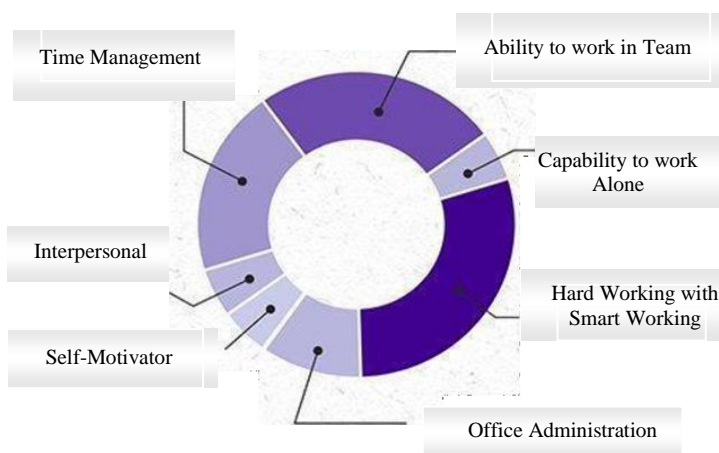
Sincere

Persuasive

## COMPUTER SKILLS

- CIT (Certification in Information Technology) in 2009
- MS Excel
- MS Word
- MS PowerPoint
- MS Access Database

## SKILLS



## EDUCATION

MHRM in 2020 from University of Karachi.

BS (Sociology) in 2016 from University of Karachi.

## WORKSHOPS AND SEMINARS

- Human Resource Information System (HRIS) in Pak.
- How HR can Contribute to Business Objectives.
- TOT Youth Consumer Awareness Program
- Destination Kashmir Young Leaders Camp (DK-YLC-17)
- Drugs Abuse Prevention & Life Skills Education (PYC)
- JAGO AUR JAGAO-2010 – Dissolving Ethnic Barriers (KUMAK).

## LANGUAGES

English ●●●●●

Urdu ●●●●●