

## Educational Background

Shaheed Zulfiqar Ali Bhutto  
University of Law

BA -LLB (5  
years) 2020-In  
process

Miss Fatima  
Jinnah/Khatoun-e-  
Pakistan college for  
women

Intermediate -Commerce 2020

Muhammadi Public school

Matriculation 2018

## Skills and Proficiencies

Strong research and analysis  
skills  
Good business acumen  
Technical writing and legal  
drafting.  
High Communication Skills  
Excellent Presentation skills.

### Key Skills:

MS Word, Excel, Power  
point, Adobe acrobat  
Advance excel  
Pivot tables, V, HX  
lookup.

### Software:

MS Office  
ADP  
C-Store  
Modi-soft

# Syeda Sanya Saeed

C-101DecentViewFlatsBlock13 Gulistane-e-Johar,Karachi.

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## Work Experience

### Break Time Corner Market (US based)

#### Business Compliance and HR operations

April 2022 -Present

Creating and reviewing regulatory compliance  
documentation. Coordinating the creation, review and  
implementation of policies and procedures resulting from  
new laws and regulations.  
Designing and coordinating the preparation and ongoing  
review of policies, procedures, training materials and other  
communication tools to ensure departments meet  
compliance requirements.  
To ensure timely and accurate response of employment  
related legal matters (Unemployment notice,  
Garnishment Order, Loss of wages/Wage verification).  
Understanding of labor laws and disciplinary procedures.  
Complete knowledge of Fair labor Standards act  
Manages HR functions (pay and benefits,  
recruitment, training & development etc.)  
Administer health and welfare plans, including enrollments,  
changes and terminations  
Applying and interpreting audit and compliance  
requirements for various departments.  
Coordinating roll out and training of new or updated policies  
and directives when required.

### Growing tree (International School)

Aug 2020- May 2021

Develop curriculum to meet developmental goals and  
instructional activities  
Identifying students with special requirements and create  
individualized plans  
Helping students by setting up situations in which students  
can learn effectively

### ARS Immigration Centre

Administration and Immigration  
Consultant

Oct 2019-Feb 2020

Assessing client's chances of being approved for Visa  
Research for jobs, Applying adds preparing clients for Visa Interviews.  
Helping the client's immigration applications and paperwork, by ensuring them if  
they are accurate.  
Providing daily reports and Updating clients regarding visas.