

Ankita A. Mana

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Profile:

As a graduate with multiple HR internships, I possess strong communication and people skills, as well as a quick learning ability. I have a deep understanding of HR processes such as employee on-boarding, performance management, and recruitment. My attention to detail and ability to adapt to changing circumstances make me an asset to the HR team. I am excited to apply my skills and experience to a professional setting where I can continue to learn and grow as a HR professional.

Skills:

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| - Microsoft Office | - Employee On-boarding |
| - ATS Software | - People Management |
| - Employee Engagement | - HRIS Software |
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Employment History:

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| Jan 2023 – Present | <u>US Coordinator, Appiskey</u> | Karachi |
| <ul style="list-style-type: none">▪ Serving as a technical consultant, providing in-depth knowledge to the clients.▪ Communicating effectively with team members, management and external stakeholders.▪ Reviewed and analyzed an average of 50+ RFPs to identify business opportunities that aligned with business requirements and goals.▪ Tasked with vetting the first pre-sales call with potential clients and aligning their business needs with the team's capabilities. | | |
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Internships:

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| Nov 2022 – Jan 2023 | <u>Human Resource Intern, TPL Trakker</u> | Karachi |
| <ul style="list-style-type: none">▪ Vetted applications, reviewed candidates, scheduled interviews and managed Applicant Tracking Sheet (ATS) for 60+ applicants reducing the time to hire by 20% by implementing streamlined recruitment process.▪ Coordinated Employee Recognition and Engagement programs, resulting in a 25% increase in Employee Satisfaction.▪ Managed end to end On-boarding and Orientation processes, ensuring adherence to all documentation and Compliance requirements for all contractual and permanent employees.▪ Gained learning experience on Human Resource Information Software (HRIS) to manage employee data of 500+ existing employees.▪ Strategically planned engagement activities corroborating with budgeting demands for the quarter. | | |
| May 2022 – Sep 2022 | <u>Recruitment & Employer Branding Intern, Folio3</u> | Karachi |
| <ul style="list-style-type: none">▪ Organized a pool of candidates for the positions of marketing and IT after strategic analysis and comparison of candidates under core resource requirements.▪ Managed Recruitment Operations of 70+ technical tests on Hacker Rank for evaluations.▪ Served as Folio3's representative at ITEC'22 educating the 300+ Target Audience about Folio3 corporate foundations and goals with the intention to attract and target potential talent.▪ Effectively managed organization's marketing campaigns for their internal programs to promote employee value proposition through various digital platforms and universities.▪ Monitored the effectiveness of marketing campaigns through social media KPIs analysis. | | |

June 2021 – Sep 2021	<u>Human Resource Intern, TPL Life Insurance</u>	Karachi
<ul style="list-style-type: none"> ▪ Evaluated & Corrected 40+ JDs in coordination with HRBP, resulting in revamped profiles through Career Mapping for 70+ Employees. ▪ Drafted the Mechanical and Structural Framework of TPL’s Management Trainee Program targeting Business & Finance Class of 2020 and 2021. ▪ Recruited for key positions for Software Engineer after a Strategic Implementation & Facilitation of the Recruitment Process Plan from First to Final stage. 		

Education:

Sep 2018 – Dec 2022	Bachelors in Business Management – BBA (Honors), Institute of Business Management	Karachi
<u>Core Courses:</u> Recruitment, Performance Management & Appraisal, HR Automation, Training & Development, Salary & Compensation, Business Communication.		
June 2015 – April 2017	Higher Secondary School Certificate (HSSC), St. Joseph’s College For Women	Karachi
<u>Courses:</u> Accounts, Economics, Statistics and Commercial Geography		
June 2013 – Aug 2015	Secondary School Certificate (SSC), Convent of Jesus & Mary	Karachi
<u>Courses:</u> Chemistry, Biology, Physics, and Mathematics		

Extra-curricular Activities:

Aug 2021 – Present	<u>English Teacher, Freelance</u>	Karachi
Oct 2017- Jan 2018	<u>Teaching Assistant, Convent of Jesus & Mary</u>	Karachi
<ul style="list-style-type: none"> ▪ Taught Mathematics and English to grades 7 and 8, preparing students for board examinations and helping them achieve academic success. ▪ Developed lesson plans and instructional materials for students, resulting in a 25% improvement in student test scores. ▪ Conducted assessments and provided regular feedback to students and parents, tracking progress and identifying areas for improvement. ▪ Assisted with preparation and execution of school theater productions, providing ideas and managing choreography for performances. 		

Languages:

French	A1	Urdu	Native Speaker
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Hobbies:

Writing, Blogging, Travel, Photography