

MARYAM MAHMOOD

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I am looking forward to seeking an opportunity in an environment where I can make a difference and not just be another number on the payroll, having an energetic pace and ability to scale the peaks of personal and professional excellence.

EXPERIENCE

12TH NOV 2022 – 25TH OF FEB,2023

PROJECT MANAGER, LOGICFINDER (REDMOND-REMOTE) IT INDUSTRY

- Lead teams to collaborate with administration, HR, and other IT teams. Set Project KPIs, and set deadlines.
- Generate outbound leads, create customer strategies, define an activity, estimate the activity's duration, develop a team meeting schedule, and maintain a schedule.
- Set up webinars with business development teams, and help them to close deals.
- Done IT recruitment, sourced candidates via different platforms like monster, indeed, and LinkedIn, and initial interviews.
- Know how to operate HubSpot CRM, Asana, Jira, Slab, Notion, Slack, and Zoho recruitment.
- Identify team accomplishments, challenges, & issues.
- Get the deal done with Ceipal ATS for recruitment integration with the monster.
- use VMs (Virtual machines) to operate zoho.
- Worked on different mass mailing software for outreaching the customer and candidates
- Use Sendinblue for marketing campaigns.
- Create virtual events for team for collaboration
- Schedule meets on different platforms like zoho, google meet, zoom, and Microsoft teams.
- Manage IT recruitment team, Business development teams, and Marketing teams
- Conduct the second round of interviews with potential candidates that IT recruiters recruit.

1ST OF OCT, 2022 – 10TH OF JAN,2023

HR INTERN, MARS EXPLORATION (INDIA-REMOTE) AEROSPACE INDUSTRY

- Prepare a Job description for technical positions like UAV (Drones), Aircraft design, mechanical design, and aerospace design.
- Posted on different platforms LinkedIn, indeed etc.
- Screen the resume Identify the potential candidate, schedule an interview, took the interview, onboard the potential candidate, and provide them with tasks.

10TH OF SEP,2022 – 15TH OF NOV,2022

HR-INTERN, WE_CAN_CHANGE (CAPE-TOWN REMOTE)

- Create a job description for specific positions like event management, Social media marketing, and Human resource management.
- Posting on different platforms like the monster, Bench info, and indeed.
- Screening and shortlisting potential candidates.

- Schedule interviews and onboarding.

19TH OF MAY,2022 – 19TH OF JULY,2022

HR-TEAM LEAD GAOTEK (US &CANADIAN BASED ORG.-REMOTE)

- Create team tasks and KPIs to accomplish them
- Provide training to Assistant team leads for MS excel, zoom meeting scheduling, meeting notes Outlook for mass mailing.
- complete the employee allocation for relevant departments
- Issued offer letter and agreement
- Monitor team performance to meet KPIs
- Problem-solving to improve team performance

1ST OF APRIL,2022 – 18TH OF MAY,2022

HR-ASSISTANT, GAOTEK (US &CANADIAN BASED ORG.-REMOTE)

- Job posting on LinkedIn, shared profile evenly to the team members
- Initial screening, and onboarding process
- Provide training to onboarding employees about drop box, bitrix software
- Assist team leader regarding team performance, challenges, and issues
- schedule meeting and generate meeting notes.

1ST FEB,2022 – 30TH MARCH,2022

HR-INTERN, GAOTEK (US &CANADIAN BASED ORG.-REMOTE)

- Screening and shortlisting the potential candidates
- Scheduling their interview and interview conduction
- Collaborate with the assistant team leader for the onboarding process.

EDUCATION

BATCH 2018-2021

BUSINESS ADMINISTRATION, JINNAH UNIVERSITY FOR WOMEN

(Specialized in Human resource management where electives were Organizational development, Performance management, Change management and Leadership)

CGPA 3.10

BATCH 2016-2017

INTERMEDIATE IN COMMERCE, H.I. OSMANIA GOVT. GIRLS COLLEGE

Electives: Business mathematics, Principles of commerce, Banking, Statistics and geography

Grade: "C"

BATCH 2014-2015

MATRICULATION IN SCIENCE, CIVIC PUBLIC SCHOOL

Electives: Biology, chemistry, physics, Mathematics Grade "B"

SOFTSKILLS

- Talent management
- Team management
- Strong Communication

- Leadership
- Problem solving
- Team building
- Team development
- Data Driven
- Time management

TECHNICAL SKILLS

- MS word
- MS Excel
- MS PowerPoint
- Canva
- Notion
- Asana
- Jira
- Atlassian products
- Use Google different extensions for lead generation
- HubSpot
- Zoho
- Slab
- Slack