FLEUR CRYSTAL CARLTON

Address: Flat# 404, 4th Floor, Jaffar Plaza, Mansfield Street,

Saddar, Karachi.

Contact# 03352827389

Email: crystalfc16@gmail.com

**OBJECTIVE**

To obtain organizational skills, knowledge and ability to work to well and to make a positive contribution to people around me and to strive and excel in anything I do.

**KEY SKILLS & EXPERTIES**

* Administrative & Time Management Skills
* Communication & negotiation skills
* Multitasking
* Result oriented individual having distinguished practical experience and determined personality to work in systematic working environment

**Academic Qualifications**

Year (2022 - 2023): BBA – 2 years from KASBIT University. (In progress – 3rd semester)

Year (2019 – 2021): B.A Pass (2nd Division) from Karachi University.

Year (2016 – 2018): Inter in Commerce from St. Joseph’s College for Women.

Year (2014 – 2016): Matriculated in Science from St. Joseph’s Convent School.

**Certification**

* Diploma in Human Resources from **Alison Online Courses**
* Diploma in Digital Marketing from **Digiskills.com**
* Diploma in E-Commerce Management from **Digiskills.com**

**WORK EXPERIENCE**

**HBL Asset Management Limited (Feb 2021 – To Date)**

***Front Desk Officer (Feb 2021 – Sep 2022)***

***HR Officer (Sep 2022 – Till Date)***

* Assisting HR personnel in dealing with all interview related matters including necessary documentation.
* Running pre-hiring background check.
* Develop and oversee new hire orientation, onboarding efforts and employee termination process.
* Maintaining staff personal files.
* Arranging Training Sessions as per the requirement.
* Enrolling employees in Time Machine.
* Processing Business & RFID cards of employees.
* Assist HR personal in Health Insurance & Life Insurance matters.
* Ensures compliance with company policies and procedures and legal Responsibilities.
* Updating and maintaining HR information systems for
  1. Absence and health issues
  2. Organizational change
  3. Tracking vacation/sick pay
  4. Employee Information.

**Sindbad’s Wonderland Pvt. Ltd. (Oct 2020 – Feb 2021)**

***Admin & HR Officer***

***{Locations: Dolmen Mall- Clifton (Sindbad DMC & Sindbad Xtreme), Dolmen Mall- Tariq Rd, Sindbad Fortress Mall- Lahore}***

**Jahangir Siddiqui Investments Limited (Feb 2019 - Oct 2020)**

***Front Desk Associate/ HR Assistant***

**Fulcrum Pvt. Ltd. (Jul 2018 – Jan 2019)**

***Secretary / Admin Assistant***

**Archroma Pvt. Ltd. (Jun 2018 – Jul 2018)**

***Intern***

**Computer Skills**

Have sound knowledge of:

* MS Office 2000
* Internet/Email

**Personal Details**

**Father’s Name:** Frank Haskel Carlton

**Date of Birth:** 02nd July 2000

**Marital Status:** Single

**Religion:** Roman Catholic

**Languages:**  Fluent in English and Urdu

**Nationality:** Pakistani

**Interests & Activities**

Guitarist , Listening to music, Reading Novels, Cooking, Playing sports (Netball & Throwball), and Net surfing.