

# Ramsha Ali

+92347-2714658 | ✉ [aliramsha524@gmail.com](mailto:aliramsha524@gmail.com) | [www.linkedin.com/in/ramsha-ali](http://www.linkedin.com/in/ramsha-ali)

📍 Flat No # 10 Ayub Plaza, opposite rangers wing 90 paracha exchange, Jackson, Karachi.

---

## PROFESSIONAL EXPERIENCE

**Coordinator Human Resources, Azfam Technologies (Private) Ltd, August 2019 – June 2020**

- Responsible for maintaining the personal files of employees.
- Maintaining and updating employee data base.
- Recruitment & Selection (Job posting, interviewing, joining, employee verification, orientation) along with all related documentation.
- Payroll preparation by providing relevant data (late, deductions, salary raise, leaves, etc.)
- Overtime calculation, finalization and approval.
- Attendance management through TIS software.
- Employee grievance handling (Leaves, attendance, HR policies & issues etc.)
- Employee separation process (Voluntary & involuntary separation, termination) final clearance & exit interview.
- Drafting & issuance of letters (Appointment, Appreciation, Promotion, Showcase, Warning, Termination, Appointment, Experience)
- Assisting in implementation of HR policies & procedures.

**Intern Human Resources, JS Bank, July 2018 – Aug 2018**

**Intern Human Resources & MIS, Karachi Port Trust, Aug 2017 – Sep 2017**

---

## EDUCATIONAL PROFILE

**Bachelors in Business Administration, Sindh Madressatul Islam University, 2015 – 2019**

CGPA (3.57/4.0) | Majors (Human Resources Management) | Electives (Training & Development, Recruitment & Selection, Performance Appraisal & Mgt)

**Intermediate | Commerce, Govt. College for Women Shahrah-e-Liaqat, Karachi, 2013 - 2015**

**Matriculation | Bio-Science, Hyderi Public School, 2011 – 2013**

---

## KEY PROJECTS

- Thesis: Millennial's perception on work meaning & work family enrichment  
Demographic differences and the quality of peer evaluation in organizations (Forthcoming).
- Conducted a training session on Synergy as a trainer & Co-organizer.
- Detailed report on Recruitment & Selection process of JS Bank.
- Detailed report on the Training & Development function at Marriot Hotel, Karachi.
- Detailed report on Performance Appraisal and Management process of National Bank Pakistan.
- Detailed report on the Supply Chain Management practices at Dollar Industries (Pvt) ltd.
- Business report on Entrepreneurial Idea (Digital Addiction Rehabilitation Center).

---

## ACHIEVEMENTS

- Attended a guest speaker session as GUEST SPEAKER at SMIU.
- Participated in SZABIST SBRPC-3.0 Researcher's Prestige.
- Rank holder DICE 2018.
- Visited Istanbul, Ankara & Konya as student ambassador of SMIU.
- Student Ambassador at Sindh Madressatul Islam University 2017 – 2018

---

## TECHNICAL SKILLS

- MS Office
- SPSS
- Times Information System

---

## CORE COMPETENCIES

- Communication skills
- Relationship building
- Grievance handling
- Influencing skills
- Interviewing Skills

---

## PERSONAL PROFILE

Father Name:	Muhammad Ali
Nationality:	Pakistani
Religion:	Islam
Marital Status:	Single
DOB:	9 October, 1997

---

## REFERENCES

Available on request.