

# Mehwish Maria

HR Executive at E-Nexus solutions

I would like to be a part in a highly competitive and dynamic business environment, where I can plan and implement aggressive business strategies to achieve the organization goals and my personal growth.

## Contact Info

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Drigh road  
Karachi, Pakistan

## Strengths & Skills

- ✓ Administrative Skills
- ✓ Human Resources Management
- ✓ MS Excel
- ✓ Performance Management
- ✓ Resource allocation
- ✓ Communication Skills
- ✓ Leadership Skills
- ✓ MS Office
- ✓ Policy
- ✓ Team facilitator
- ✓ Human Resources
- ✓ Management
- ✓ Negotiation Skills
- ✓ Recruitment & Selection
- ✓ Time Management

## Academics

Title	Institute	Date
Bachelors	karachi university, Karachi	2016
intermediate	St.joesph's, Karachi	2012
Matric	St.johns school, Karachi	2008

## Experience 3 years

Company	Designation	Duration	
International Hospitality Investment Group	HR Executive	Apr 2019 - May 2020	1.1 years
E-Nexus solutions	HR Executive	Apr 2018 - Apr 2019	1 year
Bol News channel	Relationship Executive / Talent Acquisition Executive	Oct 2017 - Apr 2018	6 months
S.A associates	Human Resource Specialist /Team lead	May 2016 - Apr 2017	11 months
Bank Alfalah Limited	Phone Banking Officer / CSR	Aug 2014 - Jan 2015	5 months
Silk Bank	Marketing Sales Executive	Feb 2013 - Feb 2014	1 year

## Work History

International Hospitality Investment Group Apr 2019 - May 2020 (1.1 years)

HR Executive Karachi, Pakistan

E-Nexus solutions Apr 2018 - Apr 2019 (1 year)

HR Executive Karachi, Pakistan

Application of HR Functions including  
Preparation of JDsPreparation of Job Offer letters  
Documentation of New hired employee  
Profiling of New employees on the Company's Employee Management Software  
Preparations of monthly payroll sheet of different departments.  
Analyze the monthly hand scan attendance sheet  
Analyze the performance of workers in different departments  
Maintain the monthly record of new hiring, employee turnover, employee .  
Preparation of opening employee bank salary accounts  
Maintain the duty rosters of different departments.  
Create new job vacancies in the market  
Shortlisting of CVs and conducting interviews

Extended offers and negotiated with applicants.  
 Resolve employees' complaints.  
 Formulate offer letters and joining documents  
 Deliver on job training of newly hired associates of HR and organization wide orientation  
 Perform employee exit evaluation, through interview and coordinate with internal stakes to identify action items  
 Interdepartmental coordination in order to identify the need of new resources and designing of job posts according to the position  
 Initiate and deploy ideas in order to achieve recruitment target  
 Policy making and implimentation

**Bol News channel**

**Oct 2017 - Apr 2018 (6 months)**

### **Relationship Executive / Talent Acquisition Executive**

**Karachi, Pakistan**

Calling and updating the data of different Entities such as politicians,cricketers, police  
 Build new relations with entities  
 Reporting each day task to Reporting Authority  
 Manage all the draw backs  
 Make reports and analyze  
 sharing reviews of each associated with team  
 Coordinating with candidates for scheduling appointments with the management team for sourcing  
 Conducting first round of telephonic interview for the candidates to schedule interviews.  
 Preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees in consultation with the management

**S.A associates**

**May 2016 - Apr 2017 (11 months)**

### **Human Resource Specialist /Team lead**

**Karachi, Pakistan**

Sales team lead  
 Assin monthly target  
 Report prepration of Monthly sales team  
 Application of HR Functions including  
 Preparation of JDs  
 Preparation of Job Offer letters  
 Documentation of New hired employee  
 Profiling of New employees on the Company's Employee Management Software  
 Preparations of monthly payroll sheet of different departments.  
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 Initiate and deploy ideas in order to achieve recruitment target

**Bank Alfalah Limited**

**Aug 2014 - Jan 2015 (5 months)**

### **Phone Banking Officer / CSR**

**Karachi, Pakistan**

#### **Job Responsibilities:**

- Answer Calls & respond to emails & handle customer inquiries both telephonically & by email.
- Research required information using available resources.
- Manage & resolve customer complaints.
- Provide customers with product & service information.
- Complete call logs & produce call reports
- Document all call information according to standard operating procedure.
- Process orders, forms & applications & identify & escalate priority issues.
- Research required information using available resources.
- Manage & resolve customer complaints.
- Provide customers with product & service information.Complete call logs & produce call reports
- Document all call information according to standard operating procedure.
- Process orders, forms & applications & identify & escalate priority issues.

## Marketing Sales Executive

Karachi, Pakistan

### Sales Executive Job Duties:

- Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
- Sells products by establishing contact and developing relationships with prospects; recommending solutions.
- Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
- Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
- Prepares reports by collecting, analyzing, and summarizing information.
- Maintains quality service by establishing and enforcing organization standards.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed

## \* Functional Areas

- Accounts, Finance & Financial Services
- Human Resources
- Management Consulting
- Marketing

## 🔊 Languages

- Urdu - Native
- English - Medium

## ☆ Hobbies

- writing reading