



# Hafsa Rizwan

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## WORK EXPERIENCE

### MDK Japan

**Dec 2019 — Present**

Talent Acquisition Manager

- Reporting directly to CEO and MD of the company
- Making timely reports on employees and company's performances
- Hiring Sales, Marketing, Brand, Finance, Admin, Software, IT, Research, Staff etc professionals through head hunting, job portals and HRM
- Screening and interviewing candidates
- Employees and candidates evaluation for both Karachi and Islamabad's office
- Execute day to day operations of the HR and recruitment functions and duties.
- Preparation and monitoring data e.g. increments, absences, bonus, leaves, PF and deductions etc.
- Issuing Confirmation letters, Experience Letters and Increment Letters etc.
- Managing and handling grievances
- Conduct orientation of new hires and exit processes for staff departure.
- Conducting employees training sessions
- All training and orientation material and presentation made by me
- Manage performance review process
- Account opening letter
- Probation assessment
- Ensuring creation of email ids and PC arrangements of new employees
- New employee's on-boarding and documentation
- Ensuring employees attendance
- Maintaining database

### Axact

**Jun 2019 — Dec 2019**

Sr. Talent Acquisition Specialist

- Hiring Sales, Marketing, Brand, Finance, Admin, Software, IT, Research etc professionals.
- Execute day to day operations of the HR functions and duties.
- Preparation and monitoring data e.g. increments, absences, bonus, leaves, PF and deductions etc.
- Issuing Confirmation letters, Experience Letters and Increment Letters etc.
- Conduct orientation of new hires and exit processes for staff departure.
- Manage performance review process.

### V2F Solutions

**Jun 2018 — May 2019**

Technical Recruiter

- Hiring IT specialists for leading clients in USA and Canada.
- Search portals: Dice, Monster, Career Builder, Indeed, Text Recruit, etc. Worked on 80+ requisitions up till now.
- Execute day to day operations of the HR functions and duties.

## **Axact**

**Jul 2017 — May 2018**

HR - Recruiting Executive

- Head hunting.
- Phone screening.
- Interviewing.
- Leads generation.
- Offer generation.
- Offer negotiation.
- Documentation.
- Assisting candidates for tests and making their profiles.

## **Marcus Evans**

**Jul 2014 — Mar 2016**

Sr. Marketing Executive

- Leads generation for corporate clients situated in Middle East.
- Cold calling.
- Selling and Marketing corporate events like Summits, Seminars, Trainings, Conferences etc. happening internationally only, under our company's name and with well reputed trainers and speakers.
- Booking clients.

## **SBT Japan**

**Apr 2014 — Jul 2014**

HR (Intern)

- Phone screening.
- Leads generation.
- Data entry.
- Head hunting.

## **EDUCATION**

### **Masters - Mass Communication**

**2016 — 2018**

University of Karachi

Majors in Advertising and PR

### **B.COM**

Bahria College

Majors in Marketing.

### **I.COM**

Iqra College for Science and Commerce

Majors in Marketing.

### **Matric**

KBV CAA Schools

Majors in Computer Science.

## **SKILLS**

- Microsoft Excel.
- Power Point.
- Adaptive.
- Assertive.
- Creative communication skills.
- Presentation skills.
- Team player.

## INTERESTS

- Traveling.
- Reading.
- Creative writing.

## REFERENCES

Will be furnished on demand.