

A meticulous and efficient Human Resource Assistant, having an exposure of multinational's operations specifically related to human resource management, vendor compliance management and data consolidation, willing to get a creative & challenging position in a growing multinational that provides a chance for self-improvement, while contributing to the growth of the organization with my technical, inter-personal, leadership skills.

EDUCATION

Bachelor of Business Administration

COMSATS University Islamabad

Major in: Human Resources

Human Resources Management

Human Resources Development

Compensation Management

Crisis and Conflict Management

(02/2016 –02/2020)

3.58 Cgpa (88%)

Intermediate

Punjab College For Women

Major in: F.Sc (Pre-Engineering)

Mathematics

Physics

Chemistry

(08/2013 –08/2015)

Grade A

WORK EXPERIENCE

SolutionInn

Role: HR Assistant

Responsibilities:

Job Description write-ups

Screening, Testing and Selection of new Hires

Payroll Management

Policy write-ups

Grievances management

Employee Motivational Programs

(02/2020- Continued)

COATS Pakistan

Role: Internee

Responsibilities:

Vendor's Compliance Audit (I carried out the internal audit of legal and contractual compliances of Vendors)

Employee Profiling Audit (I carried out the audit of legal compliances for employee database management)

Vendor's Invoices Analysis (I analyzed the purchase invoice analysis of one of the vendors)

(07/2019 –08/2019)

Lahore, Pakistan

Nestlé

Role: Internee

Responsibilities:

Vendor's Compliance Audit (I carried out the internal audit of legal and contractual compliances of Vendors)

Employee Children Academic Scholarship Data Consolidation (I gathered, filtered the data and screened out the data for Academic Scholarship awards for employee's children)

(07/2018 –08/2018)

Sheikhupura, Pakistan

Nestlé

Role: Internee

Responsibilities:

Promotional Project of Nestle Water Bottles (I carried out the promotional project for Nestle Water Bottles at Customer Services Centre. I also prepared a consolidation report for the project success.)

(07/2017 –08/2017)

Lahore, Pakistan

RESEARCH PUBLICATION

Title:

The Impact of Corporate Culture on Strategic Management: In Case of Pakistan's MNC's

Journal:

Volume 7, Issue 2, February 2019 Edition - GSJ Journal Publication

ACADEMIC PROJECTS

Why Men are Afraid of Feminism? (10/2016)

Carried out a research at university level to determine the factors that are leading to men' fear of women equal rights

Discrimination at Workplace (09/2017)

Carried out a study at Nestle CS- Centre, Model Town, to analyze the type of discriminations faced by people at their Workplace

Compensation Package at Cotton Web Pvt. Ltd. (05/2018)

Analyzed the contents of compensation package for the employees at Cotton Web Pvt. Ltd.

Unethical Leader's Behavior at PepsiCo Pakistan (05/2019)

Wrote a case study on unethical leader's practices at PepsiCo.

SKILLS

MS- Office

SPSS

Team Playing Ability

Social Networking

COMPETITIONS

COMSATS Business Case Competition (04/2019)

I participated in an Inter-Campus Business Case Analysis Competition

COMSATS Statistical Poster competition (05/2017)

I participated in an Inter-University Poster Design Competition

CERTIFICATIONS

Fat Chance: probability From the Ground Up (10/2019)

Certificate Issued by HarvardX, an online initiative of Harvard Business School

Entrepreneurship in Emerging Economies (10/2019)

Certificate Issued by HarvardX, an online initiative of Harvard Business School

International student Convention & Expo (05/2019)

Participated in a seminar on Digital Marketing

Data Base Administration (02/2016)

Issued by PUCIT, on completion of short course program DBA

INTEREST

Story Writing

Case Study Writing

Volunteer Work (Active member of Job Placement Cell)

REFERENCES

Will be available on demand