



Sana Qureshi

(Certified Human Resource Management Professional – CHRMP)



About Me

A highly effective certified human resource management professional with **7+ years** of diversified experience including mid to large organizations in **Production, Aviation, IT & Apparel industry**. Drove the **lead time for recruitment** from 55 days to **30 days**. **Raised training participation by 45%**. Highly motivated, influential, adaptable and personable individual, a great team player!



Experience

2019 09 –
Till Now

Sr. AM Talent Management at Taiga Apparel Pvt Ltd.

- Conducted Job Analysis and created job descriptions.
- Plan & execute MTO Development Programme.
- Conducted Training sessions for capacity building.
- Designed Annual Training Programme.
- Managed the performance management system and monitor performance evaluation and development plans.
- Handled disciplinary matters, investigations
- Worked on automation of HR Project.

2018 08 –
2019 04

Head of HR at Digintel

- Develop and implemented policies for business growth.
- Used two factor theory of motivation in practical environment to ensure motivated, energised and result oriented workforce.
- Design and implemented performance management system.
- Introduced Psychometric and competency-based tests/ interviews for Talent acquisition.

2015 02 –
2018 07

HR Officer at Sialkot International Airport Ltd

- Being one of the pioneers of HR, develop and maintain HR manual, organogram, grading structures, statistical reports and JD's.
- Develop annual training calendar for capacity building.
- Transferred HR manual system to Enterprise Resource Planning.
- Design and implemented Performance Management System.

2012 12 –
2015 01

Manager HR & Compliance at BoxRing Pvt Ltd.

- Develop the HR department from scratch.
- Cleared Addidas' HR and compliance audit every year.
- Reduced the turnover by 5% by addressing labour issues via workers welfare committee.



Education

2009 –
2011

Master's in Business Administration

(Specialized in HRM + Extra Specialized in MIT)

Virtual University of Pakistan



Certifications

2016 07 –
2016 11

Certified Human Resource Management Professional (CHRMP)

- Highly Keen, The HR Institute Lahore

Project: Conducted gap analysis and prepared HR Manual of **COUGAR**.



Personal Info



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Defence Moor, DHA , Main Boulevard , Lahore. Pakistan.



Punjab Colony, Karachi.
(For Karachi based positions)



<https://bit.ly/2LKc34d>



Skills

Capacity Building

Expert ● ● ● ● ●

Policy making & Implementation

Expert ● ● ● ● ●

Comp & Ben Planning

Advanced ● ● ● ● ○

Performance Management

Expert ● ● ● ● ●

Grievance Handling

Advance ● ● ● ● ○

HR Budgeting & Resource Planning

Advance ● ● ● ● ○

Recruitment & On- Boarding

Expert ● ● ● ● ●

Employee Engagement

Advance ● ● ● ● ○

HRMS / HRIS

Expert ● ● ● ● ●

Team Lead

Advance ● ● ● ● ○

Emotional Intelligence

Advance ● ● ● ● ○



Languages

English

Fluent ● ● ● ● ○

Urdu

Native ● ● ● ● ●

Punjabi

Fluent ● ● ● ● ●



Interests



Yoga



Travel



Reading