

Curriculum Vitae

Ameera Abdul Rehman

Human Resource Specialist | Recruitment Officer

I can accomplish my task with in time limits, I use creative approach to problem solving, I am great at time management and always energetic and eager to learn new skills. I have experience working as part of team and individually.

Father Name: Abdul Rehman

Spouse Name: Ayeed Saeed

CNIC No. 35202-3043921-4

Passport No. PC1079211

Email:

ameerarehman222@gmail.com

Residential Address: St.

Abdullah Al Najjar, west Naseem,

Riyadh KSA

Contact No. 0507160418

Whatsapp No. 0507160418

[Linkedin.com/in/ameera-rehman-89529b216](https://www.linkedin.com/in/ameera-rehman-89529b216)

Work Experience:

Freelancer as Human Resource Specialist

Riyadh, KSA

Working as a freelance recruitment officer and on boarding of staff for different organizations globally.

Relationship Manager

Lahore, Pakistan

Bank Al Habib Limited
June-2022- June-2023

- Experience of handling Banking advances portfolio in terms of marketing, deepening and handling of assigned relationships.
- Knowhow of financing needs and corresponding financing products of corporate/commercial/ SE and ME customers.
- Capability to structure and present valuable credit proposals for consideration of management.
- Conversant with SBP Prudential Regulations and ability to adapt to the credit culture and policy of the bank.
- Well versed in industry, sector and financial analysis with a good understanding of credit risk parameters.
- Able to maintain profitable relationship with the customers and generate good portfolio as per rules and regulations of central bank.
- Coordinate with CAD (Credit Administration Division) and relevant department for execution of disbursements.

Human Resource Officer

Gujranwala, Pakistan

Bank Al Habib Limited
July-2017- June-2022

- Arrange interviews of Fresh & Experience Candidates by completing all the related documents of shortlisted candidates.
- Arrange recruitment tests of fresh candidates as per directives of Principal Office.
- Maintain records of newly appointed staff of the Zone/Area/Branches along with complete documents.
- Arrange verification of all the Educational Documents of the Newly Joined Staff/Employees from respective educational institutes.
- Handle all resignation, termination and dismissal related matters.

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- Arrange staff transfers/posting and their joining's in new branches/offices of Bank with the directives of HRD, Principal Office.
- Arrange all computer based trainings (CBT & LMS) related to staff job profile.
- Arrange training of staff of relevant departments as per bank and Central Bank's (State Bank of Pakistan) guidelines.
- Arrange staff confirmations of services from respective Branches/Area Offices/Zone/HRD as per bank SOP's.
- Arrange to complete staff salary, bonus and payroll related matters.
- Arrange & maintain record of staff medical claims from HRD as per bank SOPs.
- Maintain and update record of employees in Excel sheets in all respect and manners.
- Manage employee Performance Appraisal Related matters and finalize yearly appraisals of staff members as per directives of HRD Principal Office.

Teaching Experience:

2015-2016

- I have teaching experience to Masters students where I taught Statistics, Business Mathematics, Managerial Accounting, Business Law and many other subjects.
- I also have teaching experience to grade 8, 9 and 10 students where I taught Science subjects and Mathematics.

Professional Qualification:

1. JAIBP Qualified (Junior Associate of Institute of Bankers Pakistan) from IBP Pakistan **2021**
Specialized in SME (Small Medium Enterprise)
2. Specialization Certification in Human Resource Management
from Virtual University of Pakistan **2019**

Academic Qualification:

1. Bachelors in Business Administration (BBA-Hons) (16 Years of study) **2016**
From University of Sargodha
2. FSc. Pre Medical **2012**
From Board of Intermediate and Secondary Education, Gujranwala
3. Matriculation in Science **2010**
From Board of Intermediate and Secondary Education, Gujranwala

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Trainings and Certification:

1. Graduate Trainee Officers Training (GTO Batch-10) at Bank Al Habib Limited **2017**
From August 2017 to October 2017
2. One Day training on Persons with Disability at Bank Al Habib Limited
3. Internship in Muslim Commercial Bank Limited (MCB), Pakistan **2015**

Hobbies and Extra Curricular Activities:

1. Watching Historical and informative movies, dramas and seasons.
2. Cooking and Gardening.

Strength

Punctuality

Weakness

Stress and short tempered

Reference: Will be provided on demand.