

# **YUMNA BAWANY**

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Dynamic and results-oriented Human Resources graduate with a strong academic background and **UK ENIC Level 6 certification**, I have a fervent ambition to pursue CIPD certification with noticeable strengths in the field of business and management. Graduated with upper second-class honours from institute of business management (Karachi) and has majors in human resource management. Self-assured team player with a positive outlook, adapting to stress and challenge calmly.

## **EXPERIENCE**

### **Assistant to Manager, E.B Holden Pharmacy**

**6-06-2023 -present**

#### **Responsibilities:**

- Developed a job description for APA ltd, the parent company, aimed at fostering equality and ethical standards across all pharmacy locations.
- Currently in the process of devising a marketing strategy for the pharmacy.
- Demonstrate proficiency in stock rotation and ordering procedures tailored to meet customer requirements.
- Actively engaging with patients, attentively listening to their health concerns, and providing recommendations for over-the-counter medications or referring them to the pharmacist if necessary.
- I have the ability to work under the pressure especially regarding the vulnerable customers/patients.

#### **Internship Details:**

01-06-2021 till 12-08-2021

### **Internee at lucky cement limited (Karachi, Pakistan)**

#### **Responsibilities:**

- My main duty was to source new talent based on applications, sorting CV's, filtering and screening candidates, performing background checks and contacting referees.
- Implemented regular employee feedback to gauge their perception of office politics and identify areas of improvement.
- Assisted in recruiting several employees for the company in collaboration with my managers, demonstrating teamwork and co-ordination in the hiring process.
- Designed training materials and curriculum tailored to the needs of the students for their recruitment in the company.
- Got a chance to work on SAP and Sage.
- Created and maintained comprehensive records for all company employees.
- Acquired knowledge in various aspects of performance management and appraisal systems.

- Collaborated with HR advisors to gain insights into policy-making, recruitment procedures, completion of DBS checks, and compensation structures based on employee rankings.
- Under the guidance of my HR advisor, recognized the significance of ensuring both physical and psychological safety for employees.
- Recommended employers the implementation of assessments for ADHD, Depression, and anxiety among employees.
- Suggested office Olympics which included chair race, spoon race and long race along with table tennis and board games.
- Having majored in Human Resources, I possess a foundational understanding of organizational development and the establishment of effective infrastructure.
- I learnt the basic skills to solve the problem, manage data and modify implications regarding the situation receiving constant feedback and able to communicate properly with stake holders.

## **EDUCATION**

### **Bachelors in Business Administration from Institute of Business management, Level 6 UK ENIC Certified, Karachi Pakistan.**

04-09-2018 till 14-01-2023

- Graduated with upper second-class honours with CGPA OF 3.46.
- My final thesis was on “**Work life balance in the banking sector of Pakistan**” as the demanding nature of banking jobs often leads to high levels of stress and burnout in Pakistan.

### **Relevant Courses:**

- **Recruitment and Selection:** Learnt to manage the full recruitment cycle, screening applicants for recruitment needs
- **Performance appraisal and management:** Learnt about doing different methods of performance and appraisals and its practical application.
- **Organizational Behaviour:** I have been taught individual behaviour and foundations of organizational structure
- **Employee training and development:** Learnt key aspects of preparing training manuals from different and its practical application
- **Negotiation skills:** I have been taught to negotiate with employees their salaries, bonuses and compensation, also have been taught about labour laws, employee laws and labour unions

## **EXTRA-CURRICULAR ACTIVITIES:**

- As a member of the literary public society, I participated in a debate on feminism and its waves, exploring its impact in Pakistan, during the CBMUN event.

## **HOBBIES:**

- Cooking
- Travelling
- Singing
- Tutoring accounts (GCSE level)

