



Kirrat Karamat

Senior HR Executive

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Summary

Human resource Management (Organizational coordinator and Manager)

Change Management and organizational development for HR initiatives, HRIS Technology and corporate transformation by using ERP softwares.

Learning and development, launching programs to build high performance workforce and develop new features.

Recruitment and Selection, Re- invented and implemented new recruitment, staffing and workforce development programs to meet with advancement in product operations, technology and Management.

Skills

Ability To Work Underpressure | Assessor Training | Communication | Corporate - HR Departments | Decision Making | Documentation Practices | Employee Compensation And Reward Planning | Employee Management | Employee Relations | Financial Management | Hands-on Technical Leadership | Hiring And Team Building | Human Resource Planning | Information Technology | Interpersonal Skills | IT HR | Knowledge of Gluon ERP | Labour Laws Knowledge | Leadership | Payroll Processing | POLICY MAKING AND IMPLEMENTATION | Presentation Skills | Recruiting | recruitment tools | Strategic Human Resources Leadership | Writing Policy Manual

Experience

Feb 2017 - May 2019

Senior HR Executive

Softbeats Pvt limited, Lahore, Pakistan

Executing different HR practices with Softbeats, overall Managing employee relations, Policy Manual Authorization, Recruitment, employee exist process and payroll work for 35 employees, performance Appraisal and reward to employee of the month.

Feb 2017 - Sep 2017

Online Telemarketing

forever living products, Lahore, Pakistan

I was working with American forever living products company on commission base as well as I got experience on online marketing to connect different different people into my circle as my team members.

Sep 2015 - Nov 2016

Secondary school teacher

Alhuda School + tehzeeb ul Aitfal School, Lahore, Pakistan

It was a great experience to work with Alhuda Educational insititute while teaching Mathematics and Science to secondary classes.

But on the other side of Tehzeeb ul Aitfal it was not a very good experience with them and I just completed my training there of 2 months.

Education

2018

University of the Punjab
Bachelors in Business Administration , Bs Hon. In Management sciences
Marketing, Human Resource Management
CGPA: 3.1/4

2017

Punjab University
Bachelors in Science
HRM and Information Technology

Projects

ERP's role in Success story of Big Bird

[http://Success story of Big Bird](#)

We completed that project on the success story of Big Bird as they are using Microsoft Dynamics Ax, after getting feed back of different questions they were satisfied with Maison Consultant because they were providing after sales services and reduce error rate on the time.

It was a great experience while talking with Big Bird's IT team. IT Manager was Mr. Sagheer at that time.

HR New Department Development in Telecom sector

[http://HR New Department Development in Telecom sector](#)

We make a plan on new Hr Department on telenore communication company which can be applied overall telecom sector... We cover that project in HR consultancy subject in 7th smester.

It was a great experience to work with telenore company while questioning and answering of different Questions.

Made A Library For Needy Childs

Made a library for needy child while i was working with akhuwat NGO micro financing organization.

Languages

Urdu Expert	English Intermediate
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