

IQRA IDREES

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Personal Bio and Objective

I'm professional who have done specialization in Human Resource Management and also have practical exposure in organization development and Human resource operation, now seeking opportunity in the field of social research in order to explore the untapped area. I'm looking for an opportunity in academics to enlighten my knowledge and benefit educational institution to help them in making out better future of young graduates

Professional Experience

Clive Shoes as HR Executive
Tenure: April 2019 to till date



Human Resource Planning:

- Assist in performing Human Resource planning (forecast and implement human resource head count and capability of current, short term and long-term need) process for, by keeping in mind the company objectives and business need.
- Assist in conducting Job Analysis to create job specification for all position and maintain job descriptions accordingly.

Recruitment and Selection:

- Assist in development and deployment of recruitment policy
- Ensure the compliance of complete recruitment process.

Compensation and Benefit:

- Update and maintain compensation and benefits associated with staff grads.
- Timely execution of monthly salary, bonus, leave encashment and all other types of compensations.
- Execute and monitor the leave policy for the company

Performance Management:

- Assist in the development and deployment of KPIs of each role in the company.
- Assist in the execution of Department performance reviews through Dept. Score cards.

Grievance Handling:

- Ensure the employee satisfaction by following the set procedure of grievance handling policy.

Separation:

- Ensure the execution of employee exit interviews; execute the feedback process for managers.
- Ensure the timely execution of clearance process through accounts.

MEP Solutions (Pvt.) Limited as HR OFFICER

Tenure: April 2018 to April 2019.



Recruitment & Selection:

- Ensure recruitment process from receive requisition to employee on board.
- Developing and maintaining the Recruitment policies and procedures.
- Developing and maintaining the organization positions chart, personnel policies and procedures.

Performance Appraisal:

- Managing and implement Employees Performance Annual Appraisal bi annually

HR Operations:

- Generate Payroll through HRMS and review Contractual Employees Attendance & Payables and maintain Late Deduction
- Employee confirmation, raised salary & promotion mail circulate concern employee.

Cotton Web Limited as Executive Organizational Development and Recruitment

Tenure: December 2016 to September 2017



Performance Appraisal

- Roll – out and implementation of the performance appraisal system Bi-annually. Coaching & Training employees to conduct performance evaluation and discussions

Learning & Development:

- Training feedback measurement (through post & Pre- evaluation forms) and Conduct Employee Engagement Survey and Introduce and implement Employee Engagement activities on monthly basis in order to gauge the interaction of employee. Like Star of The Months, Welcome new Onboard.
- Conduct Value Survey in order to manage and measure change in the organization.




Recruitment:

- Roll – out Recruitment process from receiving the requisition to on boarding new resource.
- Advertise new positions in social media like Rozee.pk, Linked – in.
- Facilitate the internship program in different departments.
- Conduct Exit Interviews.

HR Operations

- Ensure that all pre-induction and post-induction activities are taken care of properly and there are no administrative issues being faced by the new recruit.
- Provide proper orientation to the new recruits, pertaining to the company and its policies and procedures in order to help them better understand the organization and their role in the organization

Education

2017 to 2019	MS Human Resource Management/MPHIL Institute of Administrative Science, PU.	
2012 to 2016	BS (HONS.) Management Science HRM Institute of Administrative Science, PU.	
2010 to 2012	ICS (economics, mathematics, computer sciences) Lahore College for Women, Lahore Board, Grade: A, 1st Division.	

Research work

Thesis (on-going):	Facilitating Role of HR in effective digital transformation at contemporary workplace: A Qualitative Study in Context of Pakistan.
Research articles:	<ul style="list-style-type: none">• Influence of Organizational Factors on Innovation Adaptability: Consequences for performance in Public Sector Organization• Decline in book reading habit of students: why? A qualitative study at institute of administrative sciences, university of Punjab.

Conference and Sessions

- Understanding the importance of HR Metrix by: SHRM
- Turning Disputes into Opportunities – Conflict Management by: LUMS HR Confluence 2018
- Motivation and Time Management Workshop, Organized by: Institute of Administrative Sciences, PU

Hard & Soft Skills

Soft Skills	Flexibility	I have worked in complex situations and with diverse people. And have ability to adjust in any situation. Flexibility is the best thing you learn when working outside your comfort zone.
	Communication	Being an HR person, interacting and meeting different people at workplace flourish the communication at all level
	Team Player	I have been a very good team player. The above 3 attributes make you ultimately a very good team player. Either its about leading the team or following a leader.
Hard Skills	<ul style="list-style-type: none">• Have Expertise in Microsoft Office (Excel, Word, PowerPoint)• HRMS, SPSS (Basic) Coral Draw, Adobe Photoshop	