**Sehrish Malik**

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**Career Objective**

I want to grow professionally with the passage of time by working in a challenging environment to achieve maximum level of success and to fulfill the task and given responsibilities to benefit the organization and people by utilizing professional experience and communication skills.

**Professional Experience**

Currently working as Officer Human Resources in Centric since May, 2021

* Recruitment & Selection
* Personal File Management
* Letters formation
* Employee Confirmation

Worked as Officer Human Resources in MDF Jan,2019 – April, 2021

* Recruitment & Selection
* Employee Onboarding
* Organizing Trainings
* Employee Engagement

Worked in County Cambridge School and College from August 2009 to February 2013

* Organizing events
* Recruitment & Selection
* Conducting parent teacher meetings
* Counsel and resolve conflicts
* Implement actions that improve the quality of education
* Training and development

**Academic Qualification**

* M.A in English language and literature 2008
* B.A in English language and literature 2005
* Intermediate – Pre-Medical 2003
* Matriculation 2002

**Computer Literacy**

* M.S Office

**Personal Profile**

* Husband’s Name: Obaid Rahmani
* Marital Status: Married