

HAMEEDA ABDUL HAI

Contact# +92-324-2725470

Email# shaikhameeda.hrm2014@gmail.com



Summary:

Talented and confident Human Resource professional versed with 7 year experience and expertise in Employee Engagement, Talent Management and highly skilled in Training and Development. Having great experience to Generalist Role and implementing HR Policies and regulation in accordance with organizational role. Result oriented expert and excellent enthusiasm to take on new professional challenges.

Core Strength and Enabling Skills:

• Recruitment	• Interview
• Employee Orientation	• OD Specialist
• Training and Development	• Diversity Inclusion
• Talent Acquisition	• External or Internal Culture Audit
• Employee Grievances	• Formatting Templates
• Updating Jds	• Event Organizing

Experience:

Sr. HR Officer in AGI Denim Industry

July 2014 – To Date

Responsibilities:

- ✚ Identify the vacancies interviewing and selecting applicant.
- ✚ Job Posting and updating Jds.
- ✚ Issuing Offer Letter and onboarding new Employees.
- ✚ Employee handbook and creating company flyer contents,
- ✚ Offering offer letters to the selected applicant /MTOs and on boarding them once they join.
- ✚ Giving complete orientation to new joining candidates.
- ✚ Policy making and implementing.
- ✚ Handling Employee Engagement activities and fulfil all requirements,
- ✚ Organizing all kind of events like Woman Day Celebration, National Day and Culture Day.
- ✚ Conducting all kind feedback and social surveys.
- ✚ Successfully develop and implement an organogram for different department under the direct supervision of Head of HR with close coordination of concerned department and divisional Head.
- ✚ Coordination with our talent partners and maintaining training and retention process.

- ✚ Maintaining Apprenticeship Program Hiring, selecting, Interviewing, Record updating, Orientation and follow up.
- ✚ Employee personal file maintenance and data entry in different software HRMS, EBS, AMS in oracle.
- ✚ To assist the Manager HR through the completion of all Human Resource duties to ensure the efficient operation HRIS
- ✚ Managing 8000+ employees and having ability to work under pressure.
- ✚ Dealing Employee Grievances and representing HR Help Desk.
- ✚ Managing Diversity Inclusion in company.

GAP Trainer:

Certified TOT Trainer of GAP Inc. This training is a supervisory skills training of Managers Incharges and Supervisors.

Certification:

- ✚ Diploma in Human Resource Management
- ✚ Diploma in Strategic HR Management and Organizational Development
- ✚ Certified Debater
- ✚ Advance Excel

Education:

M.A	:	University of Karachi
M.Ed	:	Allama Iqbal Open University
B.Ed	:	Allama Iqbal Open University
B.A	:	Allama Iqbal Open University
Intermediate	:	Govt, Degree Girls College
Matric	:	Govt Girls Sec School

Free Time Activities:

- ✚ Internet Surfing
- ✚ Traveling/Adventure
- ✚ Blogging
- ✚ Painting