

Laraib Nashra Malik

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Objective:

To pursue my career in the field of Human Resource in a progressive organization with a culture of innovation & professional growth.

Experience:

Z.A Vision: (Jan 2021-Present)

HR & Business Development Executive:

- Procuring new clients through direct contact and collaboration.
- Searching tenders on internet and sending quotation via email.
- Maintaining meaningful relationships with existing clients to ensure that they are retained.
- Reviewing client's feedback and implementing necessary changes.
- Record day to day financial transactions and complete the posting process.
- Maintain monthly tender sheet.
- Manage and oversee social media platforms.
- Hire and train others in the team.

MS Global Inc.: (Sep 2020-Dec 2020)

Sr. HR & Accounts Executive:

- Handle recruitment process such as posting advertisement, phone screening for shortlisting, arranging and conducting interviews, employment contracts etc.
- Developing fair HR policies and ensuring employees understand and comply with them.
- Prepare confirmation letters, and monitor contract expiry for renewals.
- Monitor the implementation of HR policies and procedures followed by managers and staff.
- Design Compensation and Benefits Package.
- Oversee daily operations of the other department.
- Preparing daily/weekly billing to clients.
- Record day to day financial transactions and complete the posting process.

Allied Bank Ltd.: (Jan 2020-September 2020)

Social Media Analyst:

- Ensure timely responses to customers and followers' queries and comments.
- Reporting on web traffic for all social media.
- Identify habits of our online customers and suggest ways to reach a broader audience.
- Maintain MIS of Social Media and Web chat on daily basis.

Air Blue: (28 Aug 2019-12 Nov 2019)

Counselor Terminal Service:

- Check in & boarding.
- Pre & after flight work
- Guiding customers to proper terminal and explaining airport regulations.

Soft Tech & Services: *Internee (25 June 2018-30 July 2018)*

- Filing documents accordingly & organizing interviews with shortlisted candidate.
 - Preparing and sending offer and rejection letters or emails to candidates.
 - Screening potential employees' resumes and application form to identify suitable candidates to fill company job vacancies.
 - Updating employee absence record.
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Education:

BBA-HR

Bahria University (Karachi Campus)

CLASS OF 2019

INTERMEDIATE

National Intermediate College (Intermediate Education Board Hyderabad)

ALUMNUS 2012

MATRICULATION

Cherat Public School (Secondary Education Board Hyderabad)

ALUMNUS 2009

Skills:

Technical Proficiency:

- Proficient in using MS office products and internet browsing.

- Email and Drafting
- MIS Sheet

Personal Attributes:

- Good verbal and written communication skills.
 - Unquestionably honest, punctual and reliable.
 - Positive, patient and objective in situation involving negotiation.
 - Ability to collaborate with colleagues skillfully by creating a team-work environment.
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Personal Information:

Father's Name	Mian Muzaffar
Resident	Karachi
Date of Birth	06-July-1993
Marital Status	Single
Gender	Female
Nationality	Pakistani
Language	Urdu, English

Reference:

Reference will be provided upon request.