

ANUSHAH MEHMOOD GALMANI

Date of Birth: 27-Oct-1995

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Marital Status: Single

SUMMARY

I am a well-organized and dedicated Human Resources Officer with a proven ability to improve working environments and a dedication to employee welfare. I have good interpersonal skills and am sensitive to employee concerns, exhibiting the highest care and honesty while dealing with confidential material. Maintains clear lines of communication between HR staff employees and management.

EXPERIENCE

Oct 21, 2021 - **HR Officer**
Till Date Ziauddin University
 (Human Resource Department)

Responsibilities:

- Preparing job descriptions, advertising vacant positions, and managing the employment process.
- Organizing and managing new employee orientation, on-boarding, and training programs.
- Maintaining HR files and databases.
- Maintaining contacts with different universities to post jobs on their portals.
- Maintain and update employee data on Oracle and HRMS.
- Issuing experience letters to the employees
- Prepare appointment approvals as per the budget.
- Plan and implement new initiatives to streamline HR processes.

Oct 16, 2019 - **HR Officer**
Oct 16, 2021 The Citizens Foundation
 (Human Resource Department)

Responsibilities:

- To manage overall compensation of Partnership school staff.
- To lead and manage Partnership transaction team.
- To ensure timely and accuracy of data transaction, updating and entering of data in Human Capital Management System (HCMS).
- To assist and facilitate payroll team.
- Maintaining headcount policy of Partnership schools.
- Maintenance and submission of payroll query sheets across all areas.
- Maintain strong coordination with RHRs and Area teams.
- Share relevant information timely for immediate case processing.
- Maintaining turnaround time for case processing.
- Seek approvals from School HR, if required.

Jan 16, 2019 – **Management Trainee**
Oct 15, 2019 Aga Khan Council for Pakistan
(Human Resource Department)

Responsibilities:

- Maintaining HR files and databases.
- Maintaining records related to employee performance.
- Maintaining HR records, such as compensation, health and medical insurance.
- Assist HR in job posting on job portal.
- Assist HR in recruitment process by developing CV analysis.
- Assist HR in developing welcome pack for on-boarding of new employee.
- Assist HR in organizing and managing event.
- Assist HR in preparing and processing timely distribution of salary.

AUG-2013 to **Voluntary**
NOV-2013 Aga Khan University Hospital, Karachi
(Human Resource Department)

EDUCATION

JAN, 2020- TILL DATE	Masters of Business Administration Institute of Business Management (IoBM) Specialization in <u>HUMAN RESOURCE MANAGEMENT</u>
JUL, 2019- SEP, 2019	Certified Human Resource Professionals (CHRP) HR Plus
2014-2018	Bachelors of Business Administration Sir Adamjee Institute of Management Sciences Affiliated with University of Karachi. Specialization in <u>HUMAN RESOURCE MANAGEMENT</u>
2011-2013	Intermediate H.S.C from Metropolis Intermediate College for Girls, Gulberg, Karachi. (Commerce)
2009-2011	Matriculation S.S.C from Sultan Mohammad Shah Aga Khan School, Karimabad, Karachi. (Science)

ACHIEVEMENTS AND TRAININGS.

- Trained Educator of English Language of PACC.
- Awarded with certification for training in faculty capacity.
- Awarded with certificate of participation in theater play.
- Awarded with certificate of appreciation for scoring highest marks in course “Information technology in business”.
- Awarded with certificate of appreciation for scoring highest marks in course “Financial Reporting”.
- Awarded with certificate of appreciation for scoring highest marks in course “Macroeconomics”.
- Awarded with certificate of appreciation for scoring highest marks in course “Business mathematics”.

HONORARY SERVICES

- Serving as a Board Member-English Language Enhancement Program in Aga Khan Education Board for Karimabad.
- Serving as STEP Coordinator in Religious Education Centre.
- Served as a Head Teacher in Religious Education Centre.
- Served as a Chairperson in Senior Guides Company, Karimabad.
- Served as Member Academics in Religious Education Centre.
- Served as Learning Co-coordinator in Religious Education Centre.
- Served as Treasurer in Senior Guides Company, Karimabad.

LANGUAGE

- Fluent in English, Urdu and Sindhi language
- Can understand Gujrati as well.

STRENGTH

- Ability to work in a fast-paced environment.
- Unorthodox, innovative and engaging working style.
- Ability to meet deadlines.
- Can operate MS Office and MS Excel.
- Relate well to people from a variety of cultures.
- Self-regulated and accountable.

REFERENCES

Reference will be provided on request.