

ATIQA ARIF KHAN

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Objective

Forward-thinking individual with refined interpersonal and multitasking skills. Looking to join a progressive organization as a human resource specialist to provide high end administrative support in the human resources department.

WORK EXPERIENCE:



Moving @ The Speed Of Imagination **PVT LTD**

(December – 2016 till present)

• Job title: **Human Resource Manager**

Technical Recruiter

- Maintaining employee files and the HR filing system.
- Write and post technical job descriptions
- Perform pre-screening calls to analyze applicants' abilities
- Interview candidates combining various methods (e.g. structured interviews, technical assessments and behavioral questions)
- Coordinate with IT team leaders to forecast department goals and hiring needs
- Craft and send personalized recruiting emails with current job openings to passive candidates
- Participate in tech conferences and meetups to network with IT professionals
- Compose job offer letters
- Onboard new hires
- Promote company's reputation as a great place to work
- Conduct job and task analyses to document job duties and requirements
- Keep up-to-date with new technological trends and products
- Compile and update employee records (hard and soft copies).
- Deal with employee requests regarding human resources issues, rules ,tests and regulations.
- Assist in payroll preparation by providing relevant data (absences, advances and leaves).
- handling complaints.
- Hands-on experience with various interview formats (e.g. phone, Skype and structured)
- Technical expertise with an ability to understand and explain job requirements for IT roles
- Solid knowledge of sourcing techniques (e.g. social media recruiting)
- Excellent verbal and written communication skills

- Solid understanding of HR practices and labor legislation
- Analyze trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent
- Create learning and development programs and initiatives that provide internal development opportunities for employees.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Performed other duties as assigned.



Coopers Consultants Clinic
(August 2015 – March 2016)

- Job title: **Human Resource Manager.**

Responsible for:

- Recruiting staff.
- Compose job offer letters
- Onboard new hire
- Training, counseling of staff.
- Resolving conflicts through positive and professional mediation.
- Carrying out necessary administrative duties.
- Conduct performance and wage reviews.
- Develop clear policies and ensuring policy awareness.
- Create clear and concise reports.
- Maintain and report on workplace health and safety compliance.
- Handling workplace investigations, disciplinary and termination procedures.
- Maintain employee and workplace privacy.
- Compiling medical records and charts.
- Making Payroll. Assist in payroll preparation by providing relevant data(absences, advances and leaves).
- handling complaints.
- Maintaining supplies and appearance for the office.



Pizza Point Head Office

(September 2014 – Dec 2015)

- Job title: **Assistant Manager Human Resource.**

Responsibilities:

- Maintaining employee files and the HR filing system.
- Keeping record of all employees working in different branches
- Compile and update employee records (hard and soft copies).
- Keeping records of resumes submitted to company.
- Coordinate HR projects (meetings and trainings).
- Deal with employee requests regarding human resources issues, rules, and regulations.
- Preparing payroll summary of all branches.
- Coordinate communication with candidates and schedule interviews.

• Job title: **Receptionist.**

Highlights:

- Multi line Phone system expert.
- Documents Management.
- Mail and Package delivery.
- Vendor Co-ordination.
- Data Entry.
- Microsoft Office Suit.

Responsibilities:

- Managing Reception area by Greeting numerous visitors
- (Clients, VIPs, Vendors, Interview Candidates) as soon as they arrive and connect them with the appropriate party.
- Answering incoming calls clearly determine the purpose of the call, deal with queries and provide correct information,
- forward calls to appropriate person, take and deliver messages accurately and completely. maintain visitors register.
- Dispersed incoming mail to correct recipients throughout the office. Obtained signature on financial documents.
- Monitor people coming and going through the reception door. photocopy and file documents accurately.
- Prepare Coupon Summary on Microsoft excel of all branches.

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- **EDUCATION :** Bachelors Degree in Human Resource Management/
Personal Administration
Name of Institute : Karachi University.

Name of College : Govt College For Women Shahrah-e-liaquat
Board : Board of Intermediate Education Karachi.
Title of Certificate : F.S.C - Certificate

Name of School : Trinity Methodist Girls
Higher Secondary School.
Board: Board of Secondary Education Karachi.

SKILLS

Excellent verbal and written communication skills.
Excellent interpersonal, negotiation, and conflict resolution skills.
Excellent organizational skills and attention to detail.
Strong analytical and problem-solving skills.
Ability to prioritize tasks and to delegate them when appropriate.
Ability to act with integrity, professionalism, and confidentiality.
Thorough knowledge of employment-related laws and regulations.
Proficient with Microsoft Office Suite or related software.

PERSONAL INFORMATION

Name:	Atiqa Arif Khan.
Father's Name:	Muhammad Arif Khan.
Nationality:	Pakistani.
C.N.I.C:	42301-4331285-4.
Date of birth:	06-06-1995.
Religion:	Islam.
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