MehreenWaseem

House # 280, Street No 4. Mahmoudabad Karachi, Pakistan.

Cell (+92) 323 2474862, Email: [mehreen.waseemsadik@gmail](mailto:mehreen.waseemsadik@gmail).com

**SUMMARY**

An experienced HR professional, great at connecting with people to achieve organizational goals.

**Core Competencies** Leadership, relationship building, effective communication and interpersonal skills.

**EDUCATION**

2009 Bachelor of Arts PECHS Govt College

2006 Secondary School Certificate PECHS Govt College

2003 Higher School Certificate Gulistan Shah Abdul Latif Girls

**SKILLS**

Proficient in MS Office (word, excel & power point).

**WORK EXPERIENCE**

**Sept 2007 to Oct 2012 Fairs & Exhibition Services (Messe Frankfurt, Pakistan)**

Company Profile

Messe Frankfurt, Pakistan is a Karachi based firm which works as a marketing and service partner with trade fair, congress and other event management firms.

**Head of Human Resources**

* Plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the organizations mission and talent strategy.
* Collaborate with senior leadership to understand the organizations goals and strategy related to staffing, recruiting, and retention.
* Recruit, interview, hire and make training programs to achieve goals successfully.
* Oversee the daily workflow of the department.
* Provide constructive and timely performance evaluations.
* Maintain discipline and termination of employees in accordance with company policy.
* Facilitate professional development, training, and certification activities for HR staff.

**Team Leader**

* Lead, monitor, and supervise a group of employees to achieve goals that contribute to the growth of the organization.
* Motivate and inspire their team by creating an environment that promotes positive communication, encourages bonding of team members, and demonstrates flexibility.
* Motivate the team to achieve organizational goals.
* Develop and implement a timeline to achieve targets.
* Conduct training of team members to maximize their potential.
* Create a pleasant working environment that inspires the team.

**HR Assistant**

* Handle job applications, employment contracts and benefits forms.
* Manage both hard copy and digital records by keeping them organized and easily retrievable.
* Take care of employee benefit programs
* Organize payroll
* Advise management on human resources issues
* Take care of staff issues
* Post job openings
* Keep employee records
* Maintain performance evaluations

**REFERENCE**

Available on request.