

# **SABA EJAZ**

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**Address:** Block 3, Shah Faisal Town, Karachi

**Date of Birth:** 25<sup>th</sup> April 1989

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## **JOB SUMMARY:**

Self-motivated, and competent HR Professional, having 8 years of experience with the expertise in technical recruitment, appraisals, policy drafting. Apart from expertise I have also worked on payroll, training management, external audits, team management, employee orientation and employee relations.

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## **EXPERIENCE:**

### **Asst. Manager HR at Viftech Solution (Pvt.) Ltd. (February 2019 till date):**

- ✓ Monitoring Talent Acquisition and Manpower Planning.
- ✓ Carrying out technical recruitment, and head hunting.
- ✓ Providing monthly / weekly analysis reports on various recruitment activities
- ✓ Assisting in managing and resolving employee grievances and complains
- ✓ Ensuring the smooth flow of information and HR operations.
- ✓ Payroll Processing.
- ✓ Maintains management guidelines by preparing, updating, and recommending human resource and administrative policies and procedures.
- ✓ Managing online presence of the company by planning and executing campaigns on different social media channels i.e. Facebook, Twitter, and LinkedIn.
- ✓ Monthly and quarterly meeting with the line managers to evaluate employee performance for the appraisals and training need analysis.
- ✓ Ensuring the medical claim of employees` will reimburse timely.

### **Sr. HR Executive at Viftech Solution (Pvt.) Ltd. (May 2016 till 31 January 2019):**

- ✓ Responsible for overall Recruitment cycle, employee orientation and off boarding.
- ✓ Assisted in development and implementation of human resource policies.
- ✓ Managing online presence of the company by planning and executing campaigns on different social media channels i.e. Facebook, Twitter, LinkedIn.
- ✓ Handling employee`s grievances, Counseling, Disciplinary actions according to the company policy.
- ✓ Maintaining and updating employee records and also managing attendance and leave records.
- ✓ Updating employees` medical records for re imburement.
- ✓ Drafting and emending letters. (appointment, offer, confirmations, experience, and increment letters etc.)
- ✓ Planning and organizing corporate events.

**HR Executive at ITSec (September 2014 to March 2016):**

**HR Assistant at ITSec (January 2012 to August 2014):**

- ✓ Responsible for overall Recruitment cycle, employee orientation and off boarding.
  - ✓ Drafting letters i.e. appointment, confirmation, memos etc
  - ✓ Coordinating with accounts department to process and finalize monthly payroll.
  - ✓ Employee relations
  - ✓ Monitoring employees` performance, leaves and attendance record.
  - ✓ Monthly and quarterly meeting with the line managers to evaluate employee performance for the appraisals and training need analysis.
  - ✓ Maintaining HRMIS.
  - ✓ Maintaining and updating personal employee files.
  - ✓ Maintaining departmental SOPs and yearly objectives to prepare analysis report.
  - ✓ Engaged in HR Audits and also acted as assistant quality management representative.
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**Education:**

- BS In Business Administration from Virtual University of Pakistan.
  - FSc with Pre.medical from Allama Iqbal Govt. Girls Degree College.
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**Certifications:**

"Recruitment, Selection & Employment Laws" Karachi University May 2014

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**Skills & Interests**

- Team Management
  - Time management and multitasking
  - Basics of Digital Marketing
  - Employee Relations
  - Training and development
  - MS Office
  - Recruitment
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