

# Faryal Shaikh

## MBA Student

I am an enthusiastic business graduate with an Honors degree from Institute of Business Management. I am currently looking to secure a position in HR to utilize my strong analytical skills and business knowledge.

faryalshaikh95@gmail.com

03328239148

Gulistan-e-Jauhor, Karachi, Pakistan

25 September, 1995

linkedin.com/in/faryal-shaikh-2509

## EDUCATION

### MBA-HRM

IoBM

01/2020-Present

### BBA-H

IoBM

2019

### Intermediate

Aga Khan Higher Secondary School

2015

### O'Levels

CIEs

2012

## WORK EXPERIENCE

### HR Generalist

Pharmatec Pvt. Ltd. April'21-Present

#### Achievements/Tasks

- Coordinating & facilitating annual trainings
- Responsible for developing training calendar
- Keeping training record up to date as per Audit requirements
- Planning & conducting OD/Engagement activities
- Updating policies
- Writing policies in supervision of Head of HR
- Running Employee of the Quarter at the end of every quarter
- Writing emails for mass communication/Making presentations
- Assisting in HR operations
- KPIs development under the supervision of HR Head
- Running monthly Confirmations
- Maintaining HR Monthly Report
- Making Quarterly Training Report
- Nominated for Audits and Inspections

### HR Generalist

Salsoft Technologies Pvt. Ltd Dec'20-Apr'21

#### Achievements/Tasks

Upon joining of the employee:

- Ensuring provision of resources (laptop, email ID, portal generation, etc.)
- Ensuring employee presence for orientation
- Conducting the orientation of new hires in their respective departments

During the tenure of the employee:

- Resolving concerns/addressing grievances
- Issuing required employee documents
- Handling warning cases
- Conducting monthly feedback meetings with respective HoDs
- Providing employee salary cheques for their respective units
- Reconciling Action Report before every payroll

Upon exit of employee:

- Conducting exit interview
- Providing clearance form
- Final settlement and clearance approval (in coordination with the HoDs)
- Providing clearance cheque and experience letter
- Presenting exit interview analysis of their respective units

### HR Coordinator

Salsoft Technologies Pvt. Ltd Aug'20-Nov'20

#### Achievements/Tasks

- Responsible for Executive Hiring
- Organizing Events
- Reviewing policies
- Coordination across the company in Karachi & Lahore for all projects and day to day activities
- Writing Job Descriptions
- Dealing with vendors
- Maintaining joiners, movers & leavers report
- Lead for different projects
- Facilitator Leadership Development Program
- Companywide communication
- Providing support in payroll for headcount verification

My Projects:

- Lead for Leadership Development Program
- Lead for MOU signing with universities
- Lead for Salsoft Champions League

## HR Intern

Hum Network Limited 2019

### Achievements/Tasks

- CV screening, scheduling interviews and maintaining employee records. Core responsibility of Hum Network Internship Program.
- Assisted in conducting blood drive

## HR Intern

Resource Linked 2018

### Achievements/Tasks

- Worked in outsourcing
- Managing employee files and data
- CV screening & conducting telephonic interviews
- Organized 14th August celebrations in direct dealing with the vendor

## HR Intern

Midas Safety 2017

### Achievements/Tasks

- Worked on research-based projects particularly related to Human Resources
- Implementation of Buddy Program
- Research & development of employee engagement/development activities
- Assisted in employee training sessions & collected feedback forms
- Developed content/presentation for training session "GOOD TO GREAT"

## CERTIFICATIONS

- Google Analytics (Google Academy)
- Human Resource Management: HR for People Managers Specialization (University of Minnesota, Coursera)

## ELECTIVES STUDIED

- Recruitment & Selection
- Performance & Appraisal Management
- Salary & Compensation
- Training & Development
- HR Analytics

## SKILLS

Multitasking

Prioritising

Google Sheets

Google Analytics

Problem Solving

PowerBi

Decision Making

Microsoft Office

Independency

Research & Analysis

Interpersonal Skills

Leadership Skills

Microsoft Dynamics

## PROJECTS/EXTRACURRICULARS

- Worked as an HR consultant for Pie in the Sky
- Report on Performance & Appraisal Systems of Sanofi & Searle Pharma
- Branding of a travel website 'TRAVEL CAMEL'
- Ad making on Consumer Behaviour
- Conducted training on 'Interview and CV'
- Report on Hum Network's Salary & Compensation System
- Marketing plan for a brand 'LIBERTEA'
- Research on 'Career Choices of Students'
- Research on 'Conventional & Modern Banking'
- Small start-up of a brand 'Scentivi' Fragrances
- Organized Fresher's Night'19 at IoBM
- Organized Jashan-e-Baharan'19 at IoBM

## LANGUAGES

English

Professional Working Proficiency