



I am committed and hardworking individual who enjoys a challenge. In addition to strong communication skills, I am able to work effectively in a team.

### CONTACT

PHONE:

**0332-3721169**

EMAIL:

[toobarajpoot.nov9@gmail.com](mailto:toobarajpoot.nov9@gmail.com)

### SKILLS & COMPETENCES

- Quick Learner
- Focused & Punctual
- Good in Analytical skills
- Good communication & Interpersonal skills
- Knowledgeable & Friendly

### INTERESTS

- Socializing
- Travelling
- Exploring new things
- Managing things
- Organizing events

### LANGUAGE

- Urdu
- English

### PROJECTS

- Effects of Talent Management on Employee Retention (An Empirical Investigation on Manufacturing Organization of Pakistan)
- Pakistan Judiciary Data Warehouse

### CERTIFICATIONS

- HR TECH Summit Asia 2021
- Volunteer at TECH Pakistan
- Diploma in ACCP from APTECH

# TOOBA RAJPOOT

HUMAN RESOURCE EXECUTIVE

## WORK EXPERIENCE

### PERFECT TRANSPORT NETWORKS [HR EXECUTIVE]

JAN 2021–TILL PRESENT

- Handled general HR functions like Recruitment, selection, training.
- Monitoring upkeep of employee files.
- Grievance handling and issuing letters.
- Payroll management, handling exit process.
- Development of policies and procedures in discussion with senior management.
- Employee benefit management, Attendance management, leave management and managing employee turnover.
- Counselling employees who are stressed.
- Conducting exit interviews with outgoing employees.
- Overseeing the termination process of an employee.

### MINHASOFT PVT LIMITED [PHP INTERNEE]

JULY 2017 – SEP 2017

- Actively took part in SQA.
- Modify existing software.
- Assist in hiring new employees.
- Performed software system level testing.
- Documentation.

## EDUCATION

### MBA [SEP 2019 – JULY 2021]

**BAHRIA UNIVERSITY KARACHI CAMPUS**

CGPA 3.43

- Human Resource Development
- Human Resource Planning
- Industrial Relations & Labor Laws
- Recruitment & Selection

### BSCS [FEB 2014 – JAN 2018]

**BAHRIA UNIVERSITY KARACHI CAMPUS**

CGPA 2.73

- Content Management System
- Management Information System
- Data Warehouse
- Data Mining