



NAGINA SATTAR

HR GENERALIST

EDUCATION

2017 - 2021 University of Sindh

**Bachelor of Business
Administration**

Major : Human Resource Manage.



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Gulberg III, Lahore

ABOUT ME

Graduate degree holder in Human Resource field, offering a 2+ year HR Experience. Good background in HR generalist and admin affairs, including experience in employee recruitment, HR records management and HR policies development and office administration.

EXPERIENCE

Technohus LLC - Lahore

HR Executive (Feb 2022-Present)

Managing job posts on different social media and recruitment platforms.

Screening resumes and scheduling them for initial non-tech interviews.

Managing staff attendance, employee's data record, overtime and assisting in timely disbursement of employee's salary.

Unilink Technologies - Lahore

HR Executive (Feb 2021-Dec 2021)

Managing job posts on different social media and recruitment platforms.

Screening resumes and scheduling them for initial interviews.

Conducting initial non-tech. interviews

Managing staff attendance, employee's data record,

overtime and assisting in timely disbursement of employee's remuneration.

Skills International (Karachi)

HR Officer (Feb 2020-Jan 2021)

Manage a constant pool of human capital through

internet & social media recruiting.

Responsible for screening, hiring, salary negotiation & on-boarding of all employees as per departmental

demand.

Oversees staff attendance, employee's data record,

salaries, overtime and timely disbursement of

employee's remuneration.

SKILLS

- Time Management
- Work Prioritization
- Team Player
- Quick Learner
- Reliable & Punctual