

Ayesha Faisal

CONTACT ME AT

F.B Area,

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0317-1262949

SKILLS SUMMARY

Communication

Time management

Multitasking

Creativity

Microsoft

MS Excel

EDUCATION

BSC

Jinnah University For Woman

Intermedia

Sheikh Zaid Girls College

PERSONAL PROFILE

A highly-motivated and result orientated person, highly energetic and ambitious to perform, covers a proven track record of showing great skills in whatever task providing exemplary levels of service.

WORK EXPERIENCE

HR MANAGER

Squad International | March 2023 – May 2023 Present

- Hiring and Interviewing staff
- Benefits, and leave
- Enforcing company policies and practices
- Developing and implementing HR strategies and initiatives aligned with the overall business strategy
- Bridging management and employee relations by addressing demands, grievances or other issues
- Managing the recruitment and selection process
- Nurture a positive working environment
- Asses training needs to apply and monitor training programs

Sales Executive

Nexus BPO | February 2023- March 2023

- Outbound calling.
- Medicare campaign
- Lead generation

INTERESTS & HOBBIES

- Food
- Projects making
- Music &
- Listening native speakers
- Travelling

Sales Executive

The Lead Forum | July 2022- February 2023

- Outbound calling.
- DME Campaign
- Lead Generation

Assistant Manager

Tech Matter | January 2022- June 2022

- Assist Senior Manager
- Cold Calling
- Doctor Office
- Providing Services / Billing and Collection related

Sales Representative

Neutro Pharma | August 2021- December 2022

- Outdoor sales job
- Target based
- Call off doctors at Hospital
- Provide Companies Medicines and Discounts

Assistant Officer

TAFCS | January 2016 – March 2020

- Maintain all records of Store
- Provide all stationary items by approving the invoice
- All curriculum activities of an admin.
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