

Huzaifa Ahmed Memon

HR Professional

Address Karachi, 35300

Phone +92 309 420 6525

E-mail Huzaifaahmed@rocketmail.com

HR professional with 3 years of experience in the hospitality, corporate, and technology industries. Proven ability to attract and retain top talent, manage employee relations, and comply with labor laws. Strong interpersonal and communication skills.

Skills

Oral Communication	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Excellent</div>
Diversity, Equity & Inclusion	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Excellent</div>
Management Skills	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Excellent</div>
Organizational Laws	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Good</div>
Attention to detail	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Excellent</div>
Employee Relation	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Excellent</div>
Onboarding	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Excellent</div>

Work History

2021-10 - Current	<div><div><div>HR Officer</div><div>Bykea Technologies, Karachi</div><div><div><div>•</div><div>Drafted and documented employee handbook and company policies to reduce compliance risks.</div></div><div><div>•</div><div>Sourced and selected applicants for technical positions with conversion rate of almost 63.89%</div></div><div><div>•</div><div>Facilitated employee relations, benefits administration and performance management initiatives to support workforce needs.</div></div><div><div>•</div><div>Assisted managers and supervisors with employee disputes, disciplinary actions and other workplace issues.</div></div><div><div>•</div><div>Promoted employee engagement with organizational objectives during new employee orientations and industry conventions with average engagement score: 4.2 (on a scale of 1 to 5) .</div></div></div></div></div>
-------------------	---

- Supervised job interviews and conducted exit surveys to verify compliance with HR best practices.
- Provided thoughtful and engaging new employee onboarding presentations to energize workforce and set organizational expectations.
- Coordinated employee placements and administrative details.

2021-07 - 2021-09

HR Intern

Albert Corporation, Karachi

- Developed strong written and verbal communication skills.
- Worked with HR team to coordinate company events.
- Maintained relationships with personnel using strong collaboration and teamwork skills.
- Assisted human resources and recruiting teams by scheduling phone screens and on-site interviews.
- Recorded employee complaints and helped resolve conflicts to address issues quickly and promote healthy work environments.

2018-11 - 2019-01

Project HR Intern

Avari Towers , Karachi

- Developed strong written and verbal communication skills.
- Assisted human resources and recruiting teams by scheduling phone screens and on-site interviews.
- Worked with HR team to coordinate company events.
- Filed paperwork, sorted, and delivered mail and maintained office organization.
- Created and delivered HR training sessions to staff, managers and executives.

2018-08 - 2018-11

Project HR Intern

Beach Luxury Hotel, Karachi

- Developed strong written and verbal communication skills.
- Assisted human resources and recruiting teams by scheduling phone screens and on-site interviews.
- Worked with HR team to coordinate company events.
- Filed paperwork, sorted, and delivered mail and maintained office organization.
- Maintained relationships with personnel using strong collaboration and teamwork skills.

Education

2021-01 – 2023-01

BBA: Human Resources

KASBIT - Karachi

2019-01 - 2021-01

High School Diploma

Gov Degree Boys College - Karachi