



IQRA KHAN

People's Manager/HR

About Me


Result-oriented and adaptable HR Specialist, highly skilled in recruitment and selection, employee welfare, handling payrolls, employee engagement, retention, performance management, administrative expertise, team building & leading, operations management, communication and other HR operations, along with handling accounts.

Contact

 +92-304-5296616

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 32 Street, XX
DHA,Phase3,Lahore

Skills

- Observation
- Decision-making
- Communication
- Multi-tasking
- Time Management Adaptability
- Human Resources
- Technical Recruitment
- Payroll Management
- Performance Management
- Employee Relations
- Employee Engagement
- Employee Retention
- Overseeing Hiring Process
- Policy Awareness
- Documentation & Contracts

Language

- English
- Urdu

Experience

(2022 -Continue)

HR EXECUTIVE/TECHNICAL RECRUITER
DevsSpace

(2021 -2022)

ASSISTANT HR/TECHNICAL RECRUITER
Lads Technologies

(2019 -2021)

ASSISTANT HR
PMS PVT.LTD

Education

(2016 - 2018)

MASTERS IN COMPUTER SCIENCES
NCBA&E

(2014 -2016)

BACHELORS OF COMPUTER SCIENCES
University of Punjab

Overall responsibilities

- Staff recruitment & Retention
- Technical Recruitment
- Overseeing hiring process
- Employee Relations
- Updating HR policies & guidelines
- Documentation & Contracts
- Employee Engagement
- Managing Payroll & Benefits
- Administrative Expertise
- People Management (feedbacks/conflict resolution)
- Training HR Interns
- Basic Accounts