

Iqra Riaz Khan

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Summary

"Results-driven HR professional adept in talent acquisition and strategic partnership, aligning HR strategies to optimize employee engagement and performance. Skilled in nurturing talent pipelines, driving recruitment, and fostering collaborative relationships. Leveraging strong interpersonal skills to cultivate innovation, diversity, and inclusion, dedicated to nurturing talent and fostering business growth."

Skills

Full-Cycle Recruitment Expertise, Technical & Non- Technical Recruitment, Relationship Management, Communication and Negotiation, Operational Efficiency, Microsoft Office, Fast Learner

Experience

DVAGO Pharmacy & Wellness Experts | Karachi, Pakistan

Sr. HR Executive (HRBP Corporate | 12/2022- 11/2023)

- Managed end-to-end recruitment process for corporate department in Karachi & Hyderabad, including both technical & non technical recruitment, resulting in 30% reduction in time-to-fill roles and selection of best-suited candidates for organizational fit.
- Collaborated with Managers to forecast hiring needs, establishing talent pipelines, and cataloging 100+ potential candidates.
- Assisted in on boarding and orientation, ensuring seamless integration for 50+ new hires annually.
- Ensured operational efficiency, implementing strategies that led to a 25% increase in process efficiency.
- Maintained documentation for 50+ employees, ensuring compliance and accuracy.
- Crafted comprehensive company-wide organizational structure, optimizing efficiency and accountability through collaborative dialogues with departmental leadership.
- Conducted interviews resulting in 50+ detailed job descriptions, enhancing clarity and communication across diverse support functions.
- Delivered Company-Wide Goal Setting Training via employee portal, aligning 300+ employees with team goals.
- Assisted in Year-End Performance Appraisal Cycle for 200+ employees, recognizing contributions and setting clear expectations.
- Orchestrated corporate events, promoting employee engagement and fostering a vibrant workplace culture.
- Conducted exit interviews, gathering insights leading to improvements in work culture and processes.

Hilal Foods Pvt Ltd | Karachi, Pakistan

HR Specialist- HRBP Sales (South) | 02/2022 - 09/2022

- Collaborated as a Business Partner, leading stakeholder management and driving hiring initiatives for corporate and Sales-South Region. Resulted in a 20% increase in hiring efficiency and talent optimization within the sales teams.
- Managed end-to-end Talent Acquisition, successfully identifying needs, posting jobs, sourcing candidates, conducting initial interviews, and creating a talent pool. Yielded a 30% decrease in time-to-fill roles and enhanced candidate quality.
- Oversaw HR Shared Services, handling salary comparisons and securing senior management approval for offers. Managed compensation, benefits administration, and seamless on boarding. Maintained 100% accuracy in employee records and documentation.
- Efficiently communicated updated payroll information, ensuring timely processing and compliance with payroll-related changes for new employees, maintaining transparency and accuracy in compensation.

Dalda Foods Pvt Ltd | Karachi, Pakistan

HR Officer | 02/2021 - 02/2022

- Collaborated with hiring managers, resulting in determining 100% of staffing requirements and defining candidate qualifications for optimal recruitment advertisements.
- Managed the complete recruitment process, leading to successful on boarding and disseminating interview feedback, achieving a 25% reduction in time-to-hire.
- Proficiently handled HR Operations, ensuring 100% accuracy in generating employment paperwork and maintaining organized employee records.
- Successfully negotiated terms with employees and insurance providers, resulting in a 15% cost reduction in insurance claims.

- Coordinated and executed employee celebrations and award ceremonies in multiple cities across Pakistan, fostering a positive work culture and enhancing employee engagement.

Education

Institute of Business Management | Karachi, Pakistan
Master's Degree in Business Administration | 12/2020
"MBA in HR with Gold Medal Distinction"

DHACSS College for Women Phase 8,DHA | Karachi, Pakistan
Bachelor's Degree in Commerce | 12/2015
"Bachelor's in Commerce with Distinction in all Major Subjects"

Internships

Dalda Foods Pvt Ltd| Karachi, Pakistan
HR Intern|09/2020 - 01/2021

- Designed a comprehensive interview questionnaire for sales staff, evaluating expertise, company knowledge, integrity, and situational awareness, improving candidate assessment accuracy by 20%.
- Screened resumes aligned with job specifications, resulting in a 30% increase in shortlisting qualified candidates.
- Orchestrated interview call arrangements and meeting schedules, streamlining the hiring process and improving candidate experience.
- Conducted HR file audits, overseeing verification and reference checks, ensuring compliance with assurance documents and maintaining 100% accuracy.

State Bank of Pakistan| Karachi, Pakistan
HR Intern |06/2019- 07/2019

- Conducted primary research on HR roles across diverse organizations, analyzing and synthesizing data from 50+ sources.
- Analyzed State Bank documents to extract insights on HR's strategic role within the Strategic Planning department.
- Produced a comprehensive report integrating primary and secondary research findings, highlighting HR's pivotal role in the State Bank's Strategic Planning department, resulting in actionable recommendations for strategic HR initiatives.