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Address

Area P, Korangi, Karachi

## PROFESSIONAL SUMMARY

HR Professional with more than 1 year of experience in recruitment, program implementation, technical systems, and employee analytics.

## EXPERIENCE

### HR Executive

Toyota Motors  
(Dec, 21 - Present)



#### Key Responsibilities:

- Ensure a proper recruitment plan and oversee new hiring, interviews, and orientations.
- Manage employees' grievances.
- Responsible for the compensation and benefit and assisting in the payroll process in the company.
- Perform other daily HR operations.

### Sales Coordinator

Jitala International Pvt Ltd  
(May 2021 - Nov, 2021)



#### Key Responsibilities:

- Conducting market research to identify selling possibilities and evaluate customer needs.
- Actively seeking out new sales opportunities through cold calling & networking.
- Coordinate with the sales team to achieve the monthly targets.

## EDUCATION

BBA 2020  
Federal Urdu University Arts Science & Technology

Intermediate (Arts) 2016  
Karachi Board

## CORE COMPETENCIES

- The proactive, initiative and creative
- High interviewing skills
- Managing onboarding & offboarding employees

## SKILLS

### Leadership & Team Player



### Problem Solving & Decision Making



### Effective Communication



### Emotional Intelligence



## LANGUAGES

Read, Write & Speak



100%

Urdu



80%

English