

Azfar Amjad

Karachi

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Optimizing Talent, Driving Engagement and Building Positive culture for business success.

Work Experience

Human Resources Executive

InterNative Labs, LLC

August 2023 to Present

HL 50

Manage the employee lifecycle, from recruitment and hiring to compensation and benefits.

- Attract, recruit, and hire top talent
- Onboard new employees and help them integrate into the company culture
- Promote a positive and productive work environment
- Process new hire and termination paperwork
- Maintain employee records and documentation
- Investigate and resolve employee complaints
- Analyze HR data and trends to identify areas for improvement
- Stay up-to-date on HR best practices and trends
- Provide administrative support to HR professionals

Human Resources Assistant

InterNative Labs, LLC

May 2023 to July 2023

Administrative Assistant

Albait properties

September 2021 to August 2022

Education

Bachelor in Business Administration in Business Administration, Business Administration and Management

Metropolitan University Karachi

August 2022 to Present

Intermediate in Pre-Engineering

Goverment Islamia Science College

2017 to 2019

Matriculation in Computer Science

Imran Public School

2015 to 2017

Skills

- Screening Resumes
- Attention to Detail
- Sourcing
- Interpersonal Skills
- Screening
- Candidate Assessment
- Tracking Systems
- Document Management
- Letter Management
- Talent Acquisition Azfar Amjad -

Links

[linkedin.com/in/azfar-amjad-n](https://www.linkedin.com/in/azfar-amjad-n)