



# ARFA IJAZ DAR

MBA-HR Graduate

## PERSONAL PROFILE

Energetic and passionate qualified MBA-HR Graduate with an experience of Human Recourse management as an internee in corporate sector. I'm seeking to work in an organization that enhance my abilities and help me develop more skills.

## GET IN TOUCH

Phone:  
0334-5524163

Email  
Arfadar121@gmail.com

Address:  
House#309; block F, satellite town, Rawalpindi,  
Pakistan

## SKILLS

- Effective leader and team player
- Processes excellent analytical, management, administration and problem solving skills
- Unique ability to adapt quickly to new challenges and changing environment
- A great impeccable communication and coordination skills
- Hardworking, self-motivated and result oriented

## WORK EXPERIENCE

### HR Assistant

ReD Architect/1st February 2022-Present

### HR Intern

Airblue / 5th October 2021- 5th December 2021

- Update and manage employee records.
- Prepare all relevant HR letter/documents as per requirements.
- Assist in disciplinary issues.
- Handle process of recruitment and exist processes & final Settlement
- Conduct telephonic interviews and Process employee cards.
- Prepare probation and extension forms as per requirements.
- Prepare appreciation letters

### HR Intern

Jaffer brothers PVT LTD/ 3rd May 2021-13th July 2021

- maintain records of employees
- responded to employees issues and questions in a timely manner
- assist with the recruitment process and complete there documentation
- offer employees contract appointment and experience letter
- handle day to day activities

## ACADEMIC PROFILE

### Iqra University, ISB

Master in business administration(Hr)  
Graduated in 2021

### Iqra University, ISB

Bachelor of business administration(Finance)  
Graduated in 2018

### PunjabCollege of Information Technology, RWP

Completed higher secondary school certificate (HSSC) in  
2014

### Saint Paul's Education System

Completed secondary school certificate (SSC) in 2012

## VOLUNTEER ACHIEVEMENT

- Worked as a one day volunteer at WWF Pakistan in 2015.
- In 2016, I worked as a member of coordination team for 3 months in the national event of Iqra University.
- In 2016, I worked in AL KHIDMAT FOUNDATION as a volunteer in a fund raising event in Rawalpindi for one day.
- Worked as an intern in IGI LIFE for 2 month