

# WARDA AMJAD

## HR-EXECUTIVE



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I-9/1 , Islamabad

## About Me

An HR-Professional with hands on experience in recruitment and employee relations, one who is Attentive to details, processes, and, most importantly, to people. Eager to join a fast paced company where learning opportunities are provided and knowledge of efficient HR services will be key to winning the day.

## Experience

### TOP LINE MARKETING (PVT) LTD.

April-2022 to Present

#### HR-Executive

- Prepared Job Ads to be posted on Electronic & Print media.
- Ensure all vacancies are filled with appropriate candidates within the targeted time.
- Coordinated with line managers to know the gaps and vacant positions.
- Examined Resumes and schedule interviews with Directors & Managers.
- Developed talent pool.
- Assist in salary fixation, finalization of offers through negotiations & final approval from management.
- Responsible for new employees joining Process.
- Timely update of Employee information on the HR information system.
- Maintain proper Leave and Attendance record.
- Provide timely information on probation completion and prepare confirmation/extension letters to staff who successfully complete probation.
- Prepare monthly Payroll to ensure that salaries have been transferred in accounts of staff.
- Asset Record Management.
- Managing the separation process from resignation /dismissal to final settlement.
- Also responsible for resigned employee's clearance, and make sure that process of clearance must be done within assigned time.
- Responsible to handle the grievance, warnings and disciplinary matters of employees by keeping in view the employee relation policy and procedure of the organization.
- Prepare & circulate office memos and prepare letters i.e., Bank Account opening, Service Certificate, Increment Letters & Experience Letters, Offer Letters & Contract Letters.
- Responsible to conduct employee exit interviews to understand the reasons of employee resignations.
- Responsible for HR operations and carried out multiple tasks as directed by the HR Manager.
- Initiate employee clearance and make sure timely payment, conducted exit interviews, draw report on it.
- Assisted in the development and implementation of personnel policies and procedures.
- Ensured all types of official correspondence in a profitable manner.
- Manage monthly and quarterly reporting requirement for the department in terms of recruitment.
- Responsible for HR operations and carried out multiple tasks as directed by the HR Manager.

- Working closely with the human resources department to maintain the candidate database and handle any relevant paperwork.
  - Performing recruitment duties such as checking hiring requirements, scheduling interviews and answering phone calls.
  - Greeting and assisting interviewees onsite.
  - Following up with candidates during the recruitment process, like shortlisting callbacks or rejection emails.
  - Resolving issues such as interview cancellations swiftly.
  - Assisting successful candidates with the onboarding process, including preparing documents and coordinating orientation agendas
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## Education

MBA (Finance)

**2021**

International Islamic University Islamabad

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## Language

English   
Urdu 

## Key Skills

- Talent Acquisition
- Recruiting
- Employee Onboarding
- MS Office