

## **PERSONAL EXPERIENCE**

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### **PAKISTAN INSTITUTE OF PUBLIC FINANCE ACCOUNTANTS**

(Full Member body of IFAC- Constituted by ICAP, ICMAP & AGP)

#### **Assistant Manager HR**

Jan. 2017 – Nov 2019

- Taking care of company policies as well as modification and maintaining documentation of each individual employees' details.
- Arranging employees' engagements programs.
- Maintaining records related to performance reviews and disciplinary actions.
- Supported all internal and external HR related inquires or requests, manage accounts payable & Receivables Coordinated training sessions and seminars
- Built and maintained relationships with external agencies and vendors, ensured contracts and service levels and negotiated in-line with strategic aims and financial budgets to ensure that ongoing services are in-line with agreed contracts.
- Maintaining files related to daily attendance files of employees and students, admission students and accounts file.
- Monitors and advises managers and supervisors in the progressive discipline system of the company. Monitors the implementation of an improvement process with non-performing employees.
- Monitor timesheets, invoice and keep a track on collection, approval and submission.
- Perform account reconciliations for receivables and generate age analysis.
- Self-involvement and leads the standard recruiting and hiring practices, procedures necessary to recruit and hire all level of the workforce to ascertain their competencies, skills and aspirations.
- Interview finalization and keep a track on selected candidates with joining date and updating to the management.

## **EDUCATION**

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**SHAHEED ZULFIQAR ALI BHUTTO INSTITUTE OF SCIENCE AND TECHNOLOGY (SZABIST)** 2016

#### **Master's in Business Administration**

- Relevant Coursework: HRM, Marketing

**Iqra University**

2014

#### **Bachelors in Business Administration**

## **SKILLS SETS**

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- Has ample knowledge about recruitment functions and related operations.
- Has negotiating skills to bargain with the counterparts
- Has plentiful knowledge the usage of Microsoft Office and proficient in the use of internet and Email correspondence.
- Has ability to efficiently use function of mail-merge and respond plentiful numbers of emails
- Has ability to control and manage team work with decent administrative skills.
- Has great written and verbal communication and proficient in debating and leading
- Strong ethical code of upward and downward communication in organization.
- Ability to work as part of a global, multicultural team.

## **PERSONAL DETAILS**

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**Husband's Name:** Rahul Notani

**Date of Birth:** 26-June- 1992

**Address:** 2108, Wave tower, Al Reem Island Abu Dhabi

**Nationality:** Pakistani

**Marital Status:** Married

## **ELECTIVES / KEY COMPETENCIES**

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- Recruitment & Selection
- International business
- Human Capital & Management
- Customer Relationship Management
- Strategic Marketing
- Strategic Management

## **REFERENCES**

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Will be furnished upon request.