

Hira Afridi

HR Officer at PopCorn Studio

Skilled HR and Marketing personnel, with a BS and MBA degree. Have successfully managed to handle the workload in a corporate organization and a small startup. I am enthusiastic to learn new dimensions in my domain with focus and dedication towards it.

Contact Info

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Strengths & Skills

- Good listening skills
- Task Management
- Documentation
- Team player
- MS Office
- Communication Skills

Academics

Title	Institute	Score	Date
MBA	Institute of Business Management (IoBM), Karachi	3.7 CGPA	2019
BS in Business Administration	University of Karachi, Karachi	3.9 CGPA	2015

Experience 3 years

Company	Designation	Duration	
PopCorn Studio	HR Officer	Jan 2019 - Dec 2020	1.9 years
Candy World	HR Assistant / HR Officer / HR Executive	Jan 2017 - Dec 2017	11 months
Vikor Healthcare Pvt. Ltd.	Management Trainee	May 2016 - Aug 2016	3 months

Work History

PopCorn Studio	Jan 2019 - Dec 2020 (1.9 years)
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HR Officer	Lahore, Pakistan
Popcorn Studio is an enigmatic chain of co-working spaces. I joined them in 2019 and growing as the organization grows. I have created and managed the HR operations there under great supervision and learned a lot. My expertise is in the following; Payroll management, enrollment of new registrations, employees and events, performance management based on the reviews, and many other office administration tasks.	

Candy World	Jan 2017 - Dec 2017 (11 months)
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HR Assistant / HR Officer / HR Executive	Karachi, Pakistan
Candy World is a manufacturing and distribution company dealing with multiple brands. I worked there as an MTO and HR Executive, directed hiring and training procedures for new employees. Administered or changed benefits and salary plans, worked with the company CEO to strategically plan HR initiatives.	

Vikor Healthcare Pvt. Ltd.	May 2016 - Aug 2016 (3 months)
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Management Trainee	Karachi, Pakistan
Vikor Healthcare Pvt. Ltd. is a manufacturing pharmaceutical company of The Vikor Group of companies. Worked there in replacement of their HR Officer, directed and conducted their recruitment process, maintained compensation documents.	

Industries

- Marketing
- HR

Functional Areas

- Human Resources
- Marketing

Languages

- English - Native
- Urdu - Native