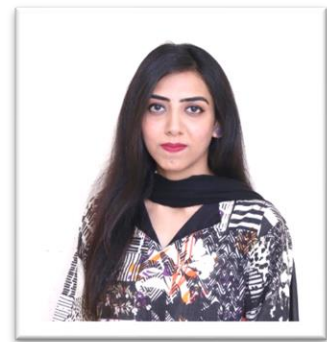


Rabia Zaki

Contact: 0300-8881717

Email: rabia.zaki95@gmail.com

Date of Birth: 07-08-1995



A flexible individual with strong belief in agility and learning new things everyday while creating pleasant experiences for others. Well versed in multiple HR functions with a Master of Business Administration (MBA) focused on Human Resources Management from SZABIST. Looking forward to enhancing my skills while working in a challenging environment.

Qualification

INSTITUTION	Degree/Board	STATUS	GRADE
SZABIST	MBA (HR)	In Progress (2019-2020)	CGPA: 3.81
Karachi University Business School	BBA (HR)	Completed	CGPA: 3.67
The Aga Khan Higher Secondary School	Intermediate from Aga Khan Board	Completed	A-1
The City School	O' Levels	Completed	A-1

Experience

- ApexChat (BreakThru)** HR Associate/Generalist May 2019 – Present
(US based Software House)

Major Tasks / Responsibilities

Core Functions – Technical & Non-Technical Recruitment, HR Services/Operations

- Creating job post and posting job vacancies on job portals
- Sourcing talent via different platforms i.e. LinkedIn/Rozee/Indeed/Other paid platforms
- Create and updating job descriptions of all positions
- Maintaining resume database, & headhunt potential candidates
- Screening applications, shortlisting potential candidates & conducting telephonic and initial face to face interviews for relevant positions
- Coordinating communication with candidates & follow up scheduled candidates for interviews
- Validating referral and background checks of new recruits
- Managing and performing monthly and yearly performance reviews
- Orientation session to new trainee inductees
- Conducting exit interviews and managing resignations
- Manage monthly dashboard of all active employees, leave & attendance
- Maintaining an up to date and accurate staff records and filing system
- Updating Organograms monthly for all departments
- Drafting & issuance of letters i.e. offer letter, appointment letters, warning letters, transfer letters, confirmation, experience, and other requested letters
- Analyzing data with useful HR metrics and submitting quarterly, biannual and annual stats to the management
- Successfully assisted in drafting and implementing HR policies and procedures
- Redesigned Employee Handbook / Orientation as a part of employee rebranding project
- Managing monthly additions/deletions in group health insurance and processing employee claims
- Coordinating follow-ups with insurance vendors for release of payment

- Conducted Training need assessment for different departments
- Coordinated with external trainers and training companies to devise programs to meet company's training needs
- Coordinated strong follow up with relevant department for completion of assigned tasks in a timely manner

2. **GfK Etilize** **HR Intern** **April 2019 – May 2019**
(German Market research firm)

3. **Pak Oman Microfinance Bank** **HR Intern** **June 2018 – August 2018**
(Microfinance Bank)

Major Tasks / Responsibilities

Core Functions - Recruitment, HR Operations

- Maintaining accurate staff records and filing system
- Uploading & updating employee records in HRMS and Excel
- Creating job post and posting job vacancies on job portals
- Social Media Marketing of vacancies
- Maintain resume database, & headhunting potential candidates
- Screening applications, shortlisting potential candidates & conducting telephonic Interviews
- Coordinate communication with candidates & follow up scheduled candidates for interviews
- Responsible to keep strict track on employee leave management system and attendance. (Timetrax & Decibel)
- Drafting & issuance of letters i.e. appointment letters, transfer letters, and confirmation letters
- Renewal of contractual agreements of employees
- Assisted in generation of payroll, & timely distribution of salary slips
- Maintained & updated final settlement of employees
- Assist with other operational HR related projects as needed

Major Term Papers/ Projects/ Extra Curriculars

- **Final Year Project:** Impact of talent development practices on employee motivation and turnover intention
- **Survey Analysis Report:** Analysis of general behavior of employees towards their organizations
- **Community Development project:** Volunteered at Dar ul Sakoon
- **Human Resource Management Project Report**
 - i. Application of Mercer's model of HR impact in resolving major HR problems
 - ii. Analysis of Performance Appraisal Systems in banking organizations of Pakistan
- **Marketing Project Report**
 - i. Marketing plan on Habit one stop shop – an ecommerce solution
 - ii. Analysis of marketing campaigns of FMCG companies
- **Organizing Committee Member**
 - i. KULC – Leadership conference
 - ii. Impression Management'17

Key skills

- MS Office (Word, PowerPoint, Excel)
- Written & Verbal Communication
- Interpersonal & Organizational
- Time Management
- Adaptability
- Handling & processing written data
- Teamwork
- Multitasking & analytical
- SPSS statistical data analysis
- PowerBI

Other Information

Languages:

- English and Urdu

Hobbies, Interests, & Activities

- Reading Novels, watching movies
- Blogging
- Jogging, yoga
- Playing word search games