



MARYAM SHAKEEL

 Karachi, Pakistan
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Place of Birth: Karachi
Area: Block 12, Gulberg F.B Area

OBJECTIVE

I am Multi-talented, dynamic and focused Professional with a strong desire and drive to cultivate the necessary skills to thrive in a demanding and supportive organizational environment. Strategic problem- solver and hands-on leader who understands the big picture, envisions solutions and executes with ease across all organizational levels while maintaining credibility, trust and fostering prosperous environments for change. Always seeking a responsible and challenging position with a turbulent and dynamic organization that offers opportunities to utilize knowledge, experience and skills.

ACADEMIC EDUCATION:

UNIVERSITY OF KARACHI *Master in Business Administration (HRM)*
2017-2019

**UNIVERSITY OF
KARACHI** *MCOM in
MARKETING* 2015-2016

UNIVERSITY OF KARACHI
Bachelor in COMMERCE
2013-2015

BOARD OF INTERMEDIATE KARACHI
Intermediate in Commerce
2011-2012

St. Jude's High School
Matric (Biology)
2001-2010



PROFESSIONAL EXPERIENCE:

SYM PROFESSIONAL DEVELOPMENT CENTRE, UNIVERSITY OF KARACHI:

STUDENT FACILITATOR:

AUG-2017 TO PRESENT:

- Guide the student in their career path, facilitate the students.
- Resolve their issues, maintain the records of new students.
- Provide the relevant information to the students of different Department. Also advise them for better training guidance related to field.
- Making Training Schedule of Every Month.
- Maintain attendance sheet of Employees & Students as well. Provide information by answering questions and requests.
- Maintain up-to-date employee holiday records supervise the work of junior staff.
- Develop administrative staff by providing information, educational opportunities and experiential growth opportunities.
- All Students' related record keeping & management.

A S POWDER COATING PVT LTD:

HR EXECUTIVE:

MAR 2016- JULY 2017

- Updating our internal databases with new employee information like contact details and employment forms & documentation.
- Screening resumes and application forms.
- Assist with day to day operations of HR Function & duties. Compile & update employee records. (Hard & Soft Copies)
- Deal with employee request regarding Human Resources Issues, rules & regulations. Schedule & conduct Interview.
- Assist with all recruitment activities & coordination.
- Post job opportunities to online job posting sites, social media, and other online resources. Maintaining employee personal file.
- Providing brief joining & Human Resource policy orientation to new employees. Issuing offer letter, confirmation letter.
- Facilitating employees with exit interview.
- Coordinating with my HR Manager regarding final selection. Coordination with my management.
- Manage & resolve complex employee relation issues.
- Manage Attendance, Leaves, Appointment Letter, Transfer Letter, Loan Requests, Confirmation Letter, Accounts Opening Letter etc.
- Design & implement Management Training Program.

NATIONAL BANK OF PAKISTAN: (INTERNSHIP)

INTERN

SEP- 2015- OCT 2015

- Plan the annual Institutional Program.
- Implement the Vocational Program. Evaluation of the institution Program.
- Key person responsible for promoting the MITI and holding workshops for promotions. Lead public and donor related activities of institute.
- Involving the Staff in Budget Allocations.
- Coordinating Budgets and Schedules.

TEACHING EXPERIENCE:

KARACHI UNIVERSITY BUSINESS SCHOOL, UNIVERSITY OF KARACHI

VISITING LECTURER OF BUSINESS ADMINISTRATION: (BBA & MBA)

2019 to date

NATIONAL UNIVERSITY OF MODERN LANGUAGE: (KARACHI)

VISITING LECTURER OF MANAGEMENT SCIENCE: (BBA & MCOM)

2020 to date

COLLEGE OF MANAGEMENT & SCIENCES:

VISITING LECTURER OF BUSINESS ADMINISTRATION (BBA)

2020 to date

CERTIFICATIONS & TRAININGS:

- Certificate from **Department of Public Administration** on "**How HR achieve Business Objectives**"
- Certificate from **Department Of Commerce** on "**Business Management Conference**" Certificate from **Computer Collegiate** on "**Peach tree & MS Excel**"

RESEARCH PAPERS/PROJECTS

"The Impact of Nap time on Work Performance : A study of Public Sector Universities in Sindh" (MBA-HRM Final Thesis), Published by: **Business Research Journals Volume 2 Issue 1, 2020**

IT SKILLS

- MS Word
- Power Point

REFERENCES:

Reference will be furnished upon request.