



ANEELA JABEEN

WORK EXPERIENCE

NUML UNIVERSITY KARACHI POSITION VISITING FACULTY

FEBRUARY, 2022 TO CONTINUE

HUBSTAFF PVT Ltd HR EXECUTIVE

NOVEMBER 2020 - JANUARY 2022

As an HR Executive at Hubstaff, I was leading the HRM department my responsibilities are to develop and implement HR strategies and initiatives aligned with the overall business strategy, bridge management, and employee relations by addressing demands, grievances, or other issues, Manage the recruitment and selection process, conduct interviews, develop and monitor overall HR strategies, systems, tactics and procedures across the organization, to Nurture a positive working, Assess training needs to apply and monitor training programs, management report and provide decision support through HR metrics, ensure legal compliance throughout human resource management, conduct orientations of employees, get updates for every department regarding their goals and tasks, Guide and mentor my HR team, Training to customer support employees, Make payroll of employees and coordinate with higher management to align HRM goals and strategies with company goals

Envision Technologies ADMIN & HR OFFICER

NOVEMBER 2018 - OCTOBER 2020

As an Admin and HR officer, my responsibility was to assist with day to day operations of the HR functions and duties, Recruitment and selection, Updating internal databases, Gather payroll data like bank accounts and working days, Schedule job interviews and contact candidates as needed, Respond to employees' queries and problems (for example, number of vacation days they're eligible for)

Global Corporation HR INTERNEE

1ST AUGUST 2018 - SEPTEMBER 2018

Recruitment, orientation, payroll, and training.

EDUCATION

MBA (HRM) COMPLETED, 2021

IQRA UNIVERSITY KARACHI 3.2 (CGPA)

BBA (HRM) GRADUATED, JULY 2018

SUKKUR IBA UNIVERSITY 2.82 (CGPA)

INTERMEDIATE COMPLETED, JULY 2014

BISE SUKKUR GRADE A

CAMBRIDGE PUBLIC HIGHER SCHOOL MIRPUR MATHELO

PROJECTS AND PUBLICATION

- HOW DIGITAL MARKETING INFLUENCES THE PURCHASE INTENTION? A CASE OF FAST FOOD INDUSTRY
- RESEARCH REPORT ON CHILD MARRIAGE FOR BUSINESS COMMUNICATION SUBJECT
- RESEARCH PAPER ON ROLE OF WOMEN IN EDUCATION ADMINISTRATION IN PAKISTAN
- RESEARCH PAPER PROJECT ON KNOWLEDGE-BASED HUMAN RESOURCE MANAGEMENT PRACTICES, INTELLECTUAL CAPITAL, AND INNOVATION TESTED IN PAKISTAN
- RESEARCH PAPER PROJECT ON IMPACT OF HRM PRACTICES ON THE FIRM PERFORMANCE IMPROVEMENT IN KARACHI
- QUALITATIVE RESEARCH PROJECT ON ROLE OF WOMEN IN THE EDUCATION SECTOR OF PAKISTAN
- PUBLISHED PAPER ON IMPACT OF GREEN HRM PRACTICES ON EMPLOYEE PRO-ENVIRONMENTAL BEHAVIOR MEDIATING THE ROLE OF WOMEN ENVIRONMENTAL KNOWLEDGE AT HIGHER EDUCATION INSTITUTIONS
- SEMESTER PROJECT REPORT ON THE RECRUITMENT PRACTICES OF SBL SUKKUR
- SEMESTER PROJECT REPORT ON HRM PRACTICES OF NESTLE PAKISTAN

ABOUT ME

An accomplished HR & development professional. I help people to grow in challenging work environments. My focus is on managing strategic and operational areas of HR technologies I wanted to work further in HR operations, OD & Talent Management, Talent Acquisition performance management, revamping policy and procedures, and development. I have a clear vision to embrace myself with the upcoming challenges. I strive to push my boundaries and my notion of what's achievable.

CONTACT



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C-18 Defense view housing society phase 1 Karachi



September 9th, 1996

SKILLS

- COMMUNICATION
- TEAMWORK
- MAINTAIN EMPLOYEE RELATIONS
- TEAM MANAGEMENT
- TIME MANAGEMENT
- PROBLEM- SOLVING
- PUNCTUAL

COMPUTER PROFICIENCY

- WORD 2010
- EXCEL 2010
- POWERPOINT 2010
- SPSS
- EVIEWS

LANGUAGE

- ENGLISH
- URDU
- SINDHI