

# Maham Ghouri

**Current Location:** Z-2 Gulshan-e-Maymar Karachi, PK.

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## PROFILE

- ✓ Sincere & diligent person.
- ✓ Good concepts of technical & non-technical recruitment.
- ✓ Sound understanding of Human Resources operations including recruitment and selection, compensation and benefits & HR Operations.
- ✓ Basic knowledge of latest programming languages & frameworks.
- ✓ Interpersonal and negotiation skills, honed with excellence and ability to work under pressure to complete task within deadline in a fast-paced and sensitive environment.

## CORE COMPETENCIES

- ◆ Recruitment & selection
- ◆ Talent acquisition & headhunting
- ◆ Documentation
- ◆ Induction & on-boarding
- ◆ Compensation & Benefits
- ◆ Exit Formalities
- ◆ HRIS
- ◆ Grievances Handling
- ◆ Employee Relations

## PROFESSIONAL EXPERIENCE

**CIS Pvt. Ltd – (Feb 2023- Present)**



**Designation:** HR Internship

**Job Description:**

- Manage end to end technical recruitment process.
- Oversee daily operations of the HR department.
- Conducting orientation sessions.
- Payroll preparation by providing relevant data (late, deductions, salary raise, leaves, etc.)
- Drafting & issuance of letters (Appointment, Promotion, Warning, Termination, Appointment, Experience).
- Writing up job descriptions.
- Post jobs to appropriate job portals/ social media and co-ordinate with universities to get talent.
- Ensure the complete documentation of new hires.
- Implementing performance review procedures.
- Employee Engagement activity

## EDUCATION CREDENTIALS

- Bachelors in Business Administration(BBA), CGPA: 3.1, Indus university (2022)
- Higher Secondary Certification (HSC), Karachi Board (2017)
- Secondary School Certification (SSC), Karachi Board (2014)

## SKILLS

- Good Communication Skills
- Microsoft Office - Expertise in MS word, MS Excel & MS Power point
- Time Management Skills
- Presentation skills
- Teamwork