



# MAHA SOHAIL

**HR-Executive**

## WORK EXPERIENCE

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### **Associate HR**

#### **Next generation Innovations**

Feb 2022 – till to date

Develop and implement HR strategies and initiatives aligned with the overall business strategy. Manage the recruitment process. Develop job descriptions & Develop health & safety.

### **Admin Coordinator**

#### **Green Peace School**

Jan 2021 - Jan 2022

Oversee day-to-day administrative operations of the organization, Manage staff and provide guidance on their daily tasks, Develop policies and procedures to ensure efficient operation, Maintain records in accordance with applicable laws and regulations.

### **Teaching**

#### **HAZRAT SHAH JAHANGIR ACADEMY**

Jan 2018 - Dec 2020

Develop lesson plans and course materials for computer courses. Teach students the fundamentals, including hardware, software, internet, and other application.

## EDUCATION

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### **BS (HR & Finance)**

#### **Federal Urdu University**

2019 - 2023

### **Computer Science – Intermediate**

#### **BIEK**

2017

### **Science – Matriculation**

#### **BSEK**

2015

## CERTIFICATIONS

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### **Cloud Computing**

#### **Sir Syed University**

2018

### **English Language**

#### **American Language Center**


2019


## PROFILE

I am seeking a fresh challenge within an esteemed organization Where I can use my skills and experience for the better and advancement of the organization.

## CONTACT

PHONE:

 +92 335 2341885

 +92 316 1622609

EMAIL:

mahasohail462@gmail.com

## SKILLS

Microsoft Office

Leadership Skills

Employee Recruitment & Retention

Ability to Work in a Team

Vendor Management

Communication Skills

## HOBBIES

Reading

Sports

Social Activities

Cycling

Teaching