

NIDA SHIRAZI

Email: nida.shirazi.2016@gmail.com

Contact No: 03340634744

Personal information

Father's Name	Syed Rafiq Ahmed Shah
Religion	Islam
Nationality	Pakistan
CNIC #	5440179632202
Local	District, Quetta
Date of Birth	10 03 1992
Marital Status	Single
Address	VIP Banglows Closed Street, House NO 32, Near BUIITEMS, Jinnah Town, Quetta.

Objectives

Desire a challenging position to meet my competencies, capabilities, skills, education and experience; and be an active part of qualified professionals; and to apply my talent, energy and enthusiasm for the mutual growth. An exciting and creative position where there is an opportunity to work with people in an environment of excellence, competition and passion. Make positive contribution towards the given position the organization and enhance the knowledge abilities and skill through organization by contribution.

Academic Qualification

➤ **MS in Management Sciences**

From University of Balochistan (session 2021-2023)

➤ **MBA (Human Resource Management)**

From Balochistan University Of Information Technology And
Management Sciences (Session 2016-2017)

➤ **Bachelor's in Business Administration**

From SBK Women's University(Session 2010-2014)

- **BA (Economics)**
From University of Balochistan (Session 2011-2012)
- **M.A (Islamiat)**
From University of Balochistan (Session 20214-2015)
- **B.ED**
From University of Balochistan (Session 2016-2017)
- **Intermediate (2010)**
From Balochistan Board of Intermediate and Secondary Education Quetta
- **Matric (2008)**
From Balochistan Board of Intermediate and Secondary Education Quetta

Key skills

- **Human Resource Management:** Expertise in HR functions, such as recruitment, employee relations, and talent development.
- **Strategic Management:** Proficient in developing and implementing strategic plans to align organizational goals with human capital.
- **Leadership:** Strong leadership skills, demonstrated through team management and guiding personnel toward achieving objectives.
- **Communication:** Effective communication skills for conveying information clearly and fostering positive workplace relationships.
- **Problem-Solving:** Adept at identifying and resolving challenges within the organizational structure and HR processes.
- **Organizational Development:** Experience in fostering organizational growth and enhancing efficiency through HR initiatives
- **Analytical Skills:** Ability to analyze data and trends to make informed decisions related to human resource management.
- **Team Collaboration:** Demonstrated ability to collaborate with cross-functional teams to achieve common objectives.
- **Employee Engagement:** Skills in creating and maintaining a positive work environment, promoting employee satisfaction and engagement.
- **Adaptability:** Capacity to adapt to changing business environments and evolving HR practices.

Soft skills

- Typing gross Speed more than 25 words per minute.
- Good command on MS Office
- Good communication and presentation skills.

Work Experience

- HR/Admin Officer Lahore Grammar School & Colleges
(2017 -2023)
- Pak-Turk Maarif International Schools and Colleges
- Bank Alfalah

Current Task and responsibilities

As an HR and Admin Officer with 5 years of experience in a college setting, my tasks and responsibilities include:

- Recruitment and Hiring: Conducting recruitment processes, interviewing candidates, and overseeing the hiring procedures.
- Data Management: Managing employee records, ensuring accuracy, confidentiality, and compliance with relevant regulations.
- Documentation: Handling documentation related to HR processes, employee contracts, and other administrative records.
- Event Coordination: Organizing official functions and events, ensuring smooth execution and a positive experience for participants.
- Meetings: Facilitating and participating in meetings, addressing HR-related matters, and collaborating with stakeholders
- Positive Environment: Fostering a positive work environment by implementing employee engagement initiatives and addressing concerns.
- Administrative Support: Providing administrative support to various departments, contributing to the efficient functioning of the institution.
- Policy Implementation: Implementing and communicating HR policies, ensuring adherence across the organization.
- Conflict Resolution: Addressing employee conflicts, conducting investigations, and recommending resolutions in compliance with HR policies.
- Training and Development: Identifying training needs, coordinating training sessions, and supporting employee development initiatives.
- My role involves a diverse set of responsibilities spanning HR, administration, and fostering a positive workplace culture.

Interests

- Research oriented.
- Willing to work in team.
- Willing to work in Development Sector
- Interested in development and Recreation.
- Innovative and hardworking.
- Responsible and Consistent

Linguistic abilities

- English
- Urdu

References

Reference will be furnished upon demand