

# ROSHI HUSSAIN

HR Officer/HR Intern

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📍 Islamabad

## SUMMARY

Drawing on extensive experience in talent acquisition as an HR Officer at TCF, I have honed my skills in identifying and acquiring top talent. Currently, as an intern in the Training and Development department at OGDCL, I am further enhancing my expertise in fostering employee growth and skill development. My dual experience positions me as a versatile professional capable of contributing to both talent acquisition and nurturing a workforce's continuous improvement within organizational settings.

## EXPERIENCE

HR Intern

**Oil and Gas Development Company Limited**

📅 08/2023 - Present 📍 Islamabad

- Assisted in organizing Orientation Programs for BNIP Interns and effectively facilitated their onboarding process.
- Participated in career fairs, promoting the company brand and attracting top talent for open positions.
- Assisted in developing engaging training programs to enhance employee skill sets and productivity levels.
- Filed paperwork, sorted, and delivered mail and maintained office organization.
- Helped plan and implement training sessions to provide employees with skills and knowledge necessary to perform work productively.
- Supported diversity and inclusion programs within the organization, fostering an inclusive work environment for all employees.
- Awarded with winner trophy in Badminton Competition.
- Participated in WIBCON and Walk for Life and Diversity.

HR Officer

**The Citizaens Foundation**

📅 01/2023 - 07/2023 📍 Karachi

- Successfully Completed Principal and Teacher Induction in 20 new schools and designed Onboarding Program.
- Collaborated with the team for induction of Area Education Managers and their Onboarding.
- Traveled to various parts of Sindh for conducting recruitment test and interviews.
- Maintained CV Bank data with the Collaboration of Area Coordinators.
- Updated and Maintained Data Trackers and Leaves Record.
- Issued Experience certificates to Employees through HCM.
- Coordinated cross-functional teams for organizing different Events leading to more dynamic and positive work environment.
- Any other task assigned by supervisor.

## EDUCATION

BBA-HR

**Sukkur IBA University**

📅 2019 - 2022

## SKILLS

**Talent Management**

**Excellent interpersonal skills**

**Team building**

**Planning and Budgeting**

**Time Management**

**MS Excel**

## LANGUAGES

**Urdu**

Native



**English**

Proficient



## COURSES

**HR Analytics**

One Month Coursera Course

**Excel Skills for Business: Essential**

One Month Coursera Course

## PROJECTS

**Designing "Performance Management System for Library Technician."**

📅 08/2022 - 12/2022 📍 Sukkur IBA University

**Designed CSR Activities Based on the need of city**

📅 01/2022 - 2022 📍 Sukkur IBA University

**Research on HR Practices, Pi-Shaped Skills and Innovative Performance of the Firm**

📅 08/2022 - 12/2022 📍 Location