



Malaika Wasim

HR Manager

My Contact

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☎ 03175159497

📍 Swati phatak umeedabad no 1

Hard Skill

- Strong Communication Skill
- Leadership
- Strategic thinking
- Skills Management

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Education Background

- Allama Iqbal Open University
Associate Degree (HRM)
Completed in 2024
- Capital Degree college
Intermediate(664/1000)
Completed in 2020 in (Covid-19)
- Edwards College school (wing1)
Matriculation(925\1100)
Completed in 2018

About Me

Motivated, organized, and detail-oriented Fresher Human Resources professional with strong communication skills seeking an opportunity to utilize expertise in onboarding, benefit packages, personnel management, recruitment, and employee relations to help an organization reach its full potential.

Professional Experience

Blossoms Aesthetic clinic | HR Managing
2023 – Present

Key responsibilities:

- Compensation and Benefits
- Disciplinary Action
- Work Environment
- Handling Recruitment process
- Maintaining Environment
- Resolve Conflicts
- Design work place Policies
- Managing Pay rolls

Zakori International Company Peshawar| Assistant (HR)
2022-2023

Key responsibilities:

- Orienting Employees
- Employee Record Management
- Maintaining Employee Files
- Assists with employee Termination

@Job testing service Isb|Costumer sales executive
(CSR)
2019-2020

- Clear Communication
- Buisness Acumen
- Product Service/knowledge
- Strong Time Management
- Patience
- Willingness to go above & beyond

Achievements

- Increased Employee Retention
- Enhanced onboarding Process
- Success Talent Acquisition
- Developed HR policies
- Employee Relations
- HR Policies
- HRIS System

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8 September 2024

To whom it may concern,

As a new graduate, I am eager to learn from your experienced HR team and to grow into a skilled HR professional. I am committed to contributing to a positive work environment and supporting the strategic goals of the organization through effective human resource management. Thank you for considering my application.

I'm contacting you regarding your advertisement for the Human Resources opening listed on your website. My interest in this position stems from my belief that I have the right combination of relevant staffing experience, communication skills, and high levels of organization that make me a superb candidate.

To date I feel my strongest abilities are:

I consider myself to be a dedicated and dependable individual who possesses excellent verbal and written communication skills. I feel that a relationship with your company would be mutually beneficial, as my educational background, HR experience, and qualifications would make me a perfect fit for your Human Resources position, and would also allow me to refine my skills in a new working environment

In closing, I would like to thank you for your time and attention, and I hope to have the chance to discuss the opening with you in person.

Kind regards,

Malaika Wasim



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