



Sidra Khalid

HR Management Professional



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Sidra.khalid89

Profile Summary:

- Qualified management professional having blend of academic credentials, analytical agility & relentless enthusiasm towards business management, administration, business process improvement & human resource management.
- Effective team player having strong ability to render human resource operations by utilizing insights of training & development activities, compensation & benefits; capable of meeting task deadlines to ensure smooth operations within organization & meet company objectives. Possesses sheer command on orientation, documentation & reporting with excellence at communication & presentation.

CORE STRENGTHS & ENABLING SKILLS

- Human Resource Management
- Training & Development
- Performance Appraisal
- Employee Relationship Management
- Conflict Management
- HR Information System
- Communication & Presentation Skills
- Business Reporting
- Interpersonal Skills

PROFESSIONAL EXPERIENCE

InventorX Technologies Lahore, Pakistan

Worked as *"HR Associate"*, February 2017 - January 2019

Responsibilities/Accomplishments:

- Assisted in hiring new talent, maintaining employee records, updating company government compliance information and managing performance appraisal files. Managed daily attendance, processed salaries, follow ups on outstanding inquiries with vendors and correspondence related to benefits to ensure compliance and consistency with the contract.
- Acted as liaison between Management and staff to develop remove the gap through effective communication and negotiation. Accomplishes human resources and organization mission by completing related results as needed.

Bilytica (Pvt) Limited Lahore, Pakistan

Worked as *"HR Executive"*, March 2015 - April 2016

Responsibilities/Accomplishments:

- Effectively participated in customer relationship enhancement projects, recruitment and logistics, managed compensation & benefits, employee development and training related tasks, Daily Attendance & Assist in administration tasks as well.
- Expertly handled orientation and documentation for department. Provided support in recreational activities for organization and worked on HR module in ERP; periodically reported to department manager

PROFESSIONAL QUALIFICATION

- **Kinnaird College for Women, Lahore, Pakistan** (2017- 2019)
MPHIL – Business Administration (HR) **Thesis Work Continued**
- **University of Central Punjab, Lahore, Pakistan** (2012- 2014)
MBA – Human Resource Management
- **Lahore College for Women University, Lahore, Pakistan** (2007- 2011)
BS – Gender & Development Studies

OTHER SKILLS

- **Computer Expertise:** MS Word, MS Excel, MS Power Point, MS Outlook, SPSS, Photoshop, Corel Draw
- **Freelance Work :** WordPress, Google Ad scene & Blogging, Online Content writing

509, Nizam Block, Allama Iqbal Town, Lahore, Pakistan