



ALINA SHAKEEL

(Human Resource Professional & Educationist)

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OBJECTIVE

Dedicated Human Resources individual focused on developing efficient processes using knowledge, skills and abilities for the organizational growth. Highly efficient and well established in an environment that is fast paced and challenging. Moreover, Possessing an excellent verbal communication and written skills along with efficient teaching methods.

SCHOLASTICS:

<u>Degree</u>	<u>Specialization</u>	<u>Year</u>	<u>CGPA</u>	<u>Institution</u>
Master's (Dec'2020)	MBA equivalent to M.Phil (Specialized in HRM)	Aug'2019 to Dec'2020 (1.5 Year Degree Program)	*Thesis is in process	Karachi University Business School.
Graduation (Dec'2018)	BBA (Bachelors of Business Administration) (HRM Major)	2015 to 2018 (4 Years Degree program)	3.66	Karachi University Business School.

ACADEMIC RESEARCH AND THESIS:

- **M.Phil Thesis:** Primary research on,
“Adoption of Artificial Intelligence for Talent Acquisition” (in process)
- **BBA Research:** Quantitative,
- “Impact of Organizational Factors on Performance Appraisals Systems in Banking Industry”.

SUBJECTS OF EXPERTISE:

Introduction to Business	Human Resource Management
Organizational Behaviour	Recruitment & Selection
Principles of Management	Training And Development
Human Behaviour/ Sociology	Job Analysis
Consumer Behaviour	Performance Management

PROFESSIONAL EXPERIENCE:

❖ **CHINA HARBOUR ENGINEERING CO. LTD.**

Human Resource Business Associate (HRBA)

From: June 2020 till Present

Key Job Responsibilities:

- Assisting & supporting core business team in managing project matters.
- Crafting, handling and managing project documentation.
- Partnering with core business team in managing work flows from Head office(Beijing)
- Preparing and handling bidding documents.
- Liaising with core business team in order to ensure workforce planning for projects based on approved budget.
- Preparing credit line reports for managing project life cycle.

❖ **CHINA HARBOUR ENGINEERING COMPANY LTD.**

HR & Admin Officer

From: Jan 2019 till June 2020

Key Job Responsibilities:

- Handling hiring process of new resources.
- Doing post hiring process; provide employee data form, negotiating while providing letter of appointment.
- Working and updating the Pakistani employee data sheets.
- Upgradation of policy manual.
- Handling employee pay scale and for salary processing each month.
- Involve in doing performance appraisals of employees with Manager.
- Works on employee Salary Slabs and Hierarchy of departments.
- Maintaining annual leave statistics sheets of employees.
- Handling Employee Records.
- Handling Medical Insurance of Pakistani staff.
- Maintaining the attendance record of all employees.
- Working on finalizing employee's attendance at the end of the month.

TEACHING EXPERIENCE:

❖ **TIME COLLEGIATE:**

From 2016 to 2019 (4 years)

- Inter commerce Subjects Teacher

❖ **GEO TV NETWORK**

HR Internship

From: July 2017 to September 2017 (2 months)

- Major Unit: Business Unit HR Department
- Minor Unit: Recruitment & Selection

Key Responsibilities:

- Assisting HRBP in carrying out recruitment & Selection for nominated business segment.
- Managing follow ups & correspondence with concerned business unit for replacement hiring and new hiring.
- Assisting shared services team in managing health and life insurance portfolio for 60 departments.
- Did post hiring process that includes, taking recommendations from DH, contract formation and all the approval processes.
- Also joined with interviewer in different interviews.

❖ **S.T.E.V.T.A.:**

Internship

From: Dec, 2016 to February, 2017 (2 months)

Worked as an intern in “Sindh Technical Education & Vocational Training Authority” (STEVTA) Government of Sindh in operations and services department.

PROJECTS AND REPORTS:

- Group based analytic project did on “Behavior of employees within the organization” at IBL Operations Pvt. Ltd in 2016
- Team worked project did by organizing the event on “Impression Management in the Corporate World”
- Group based project on social work at Dar-ul-Sukoon.
- Group based project report on starting of an “e-commerce business of Interior designing”

CERTIFICATIONS:

- Center for Executive Education Research, Karachi university Business School and Pakistan Stock Exchange (CEER/KUBS and PSX)
- Impression Management'17
- KULC 1.0 (Karachi University Leadership Conference 1.0)
- Certification as Host of the event from Marketing society SMERK

PERSONAL & PROFESSIONAL SKILLS:

- Can operate MS Word & MS Excel.
- Excellent communication skills
- Command on window & versed with Internet
- Capable to work independently as well as in team

EXTRACURRICULAR ACTIVITIES AND VOLUNTEER WORK:

- Works as a Host in different social as well as in academic events.
- Worked as a volunteer in academic event, “ Karachi University Leadership Conference” 2017

PERSONAL INFORMATION:

Marital Status:	Married
Husband Name:	Taha Owais Khanzada
Date Of Birth :	29-April-1995
Nationality :	Pakistani

LANGUAGES:

- English: (read, write, and speak)
- Urdu: (read, write, and speak)

Credible references will be furnished.