



# Abeera Shahid

## Human Resource Executive.

To achieve a responsible and challenging position in a multinational organization where I can contribute to the growth of both the prospective employer and myself; to work in an environment that encourages learning, growth, and career development.

## Experience

### • CodeGenio

#### Senior Human Resource Executive

2022-2023

- Developed and implement HR strategies and initiatives aligned with the overall business strategy
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Developed and monitor overall HR strategies, systems, tactics and procedures across the organization.
- Nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance

### • Regal Marketing

#### Human Resource Executive

2021-2022

- Made policies of every department to be implemented accordingly.
- Worked on HRIS
- Handle social media accounts and jobs portal.
- Resolved issues between management and employees.
- Managed Employee records through excel sheets, leave forms and accounts managed. Leads management system handle of the sales team.
- Oversee recruitment and hiring process. Direct disciplinary procedures.

### • DudesPr

#### Human Resource Assistant

2020 - 2021

- Made policies of every department to be implemented accordingly.
- Worked on HRIS
- Handle social media accounts and jobs portal.
- Resolved issues between management and employees.
- Managed Employee records through excel sheets, leave forms and accounts managed. Leads management system handle of the sales team.

### • QBS School Islamabad

#### 3D Arts project Teacher.

2020 - 2021

- Many science projects were taught to the students, as well as delivered presentations on them.
- I created a 3D model of the Solar System, the Continents of Asia, and the Pakistan flag.

## Contact

### Phone

0331-5899998

### Email

abeera.shahid1520@gmail.com

## Education

2016-2020

### Software Engineering

COMSATS University Islamabad,  
Wah Campus.

## Skills.

1. Communication skills
2. Administrative expert
3. HRM knowledge and expertise
4. HR strategy creation & execution
5. Managing priorities
6. Pro activity
7. Advising
8. Coaching
9. Recruitment and selection

## Language

English, Urdu

## Reference

Can be provided on demand