Ayesha Khan

Human Resources Officer | Recruitment & HR Operations

Karachi, Pakistan | 03XX-XXX-XXXX | ayesha.sample@example.com | linkedin.com/in/your-profile

PROFESSIONAL SUMMARY

HR professional with 7 years of experience supporting recruitment, employee records, onboarding and HR reporting across manufacturing and services. Experienced in coordinating hiring processes, maintaining accurate documentation and improving administrative workflows.

PROFESSIONAL EXPERIENCE

HR Officer | Meridian Manufacturing (Sample Company) | Jan 2022 – Present

- Coordinate recruitment schedules and maintain applicant records for production and administrative roles.
- Introduced a standardized onboarding checklist, reducing missing joining documents from 15 cases per quarter to 4 (illustrative figure).
- Prepare monthly headcount, leave and attendance summaries for management.

HR Assistant | Crescent Services (Sample Company) | Mar 2018 – Dec 2021

- Assisted with interview arrangements, employee files and payroll input checks.
- Updated HR records and supported staff queries across two office locations.

CORE SKILLS

Recruitment coordination • Employee documentation • MS Excel and HR reporting • Onboarding • Attendance management

EDUCATION

BBA (HRM), Sample University, 2017

OPTIONAL: CERTIFICATIONS / PROJECTS

[Include only relevant and verifiable items. Remove this section if not applicable.]