

KANWAL KUMARI

Dubai, UAE • +971 55 578 4908 • kanwal.kumari1992@gmail.com • [LinkedIn Profile](#) • Visit Visa (valid till: 28 Oct 2023)

TALENT ENTHUSIAST



A Self-motivated Talent Acquisition Specialist, with Over 5 years of experience with 3 years in Talent acquisition, Head Hunting for multiple industries possess a deep understanding of the recruitment cycle from sourcing to onboarding.

Certified in Industrial Relations and Employment Relations with First Division from Pakistan's top university 'The Institute of Business Administration (IBA) and also holds a master's degree in business administration, major's Human Resources.

Successfully generated 10 leads per month for both technical and non-technical projects and converted them into prospective clients with highly expertise in building and maintaining relationships with both internal stakeholders and candidates have helped me create a positive employer brand and fostered a collaborative work environment.

Proficient in utilizing various recruitment tools and technologies, including ATS, CRM, social media, and job boards, to enhance the effectiveness of the recruitment process.

- Researcher
- Coordination
- Onboarding Management
- Labor Laws
- Effective communication
- Head Hunting
- Critical Thinking
- HR Dashboard
- Boolean Search
- Strategic Networking
- Team Leadership
- Analytical Skills
- Relationship Building
- Recruitment Strategies
- Time Management

PROFESSIONALEXPERIENCE

Dec 2021 to Jul 2023 • Ali Gohar & Company Pvt Ltd

HR Executive (Talent Acquisition)

Ali Gohar & Company is a leading distributor of pharmaceutical, healthcare (i.e Zimmer, Smith Covedian), cosmetic (i.e L'oreal) and FMCG (IFFCO) products in Pakistan with over 60 years of experience and a headcount of 1500.

Responsibilities

- Demonstrated the ability to manage the entire recruitment process, from identifying hiring needs to developing recruitment strategies, sourcing, screening, and interviewing candidates.
- Used a range of recruitment platforms and tools to reach a diverse pool of potential candidates and ensure a positive candidate experience throughout the process.
- Maintained relationships with candidates to build a strong talent pipeline for current and future positions, also been responsible for coordinating the onboarding process for new hires, ensuring a seamless transition into the company.
- Contributed to the development and implementation of HR policies and procedures, demonstrating a comprehensive understanding of HR best practices.

Achievements

- Within a span of one month (Feb 2023-Mar 2023), 60 resources were successfully hired, completing the project as planned.
- Utilized networking skills, a C-level position was successfully filled, resulting in cost savings of 1.5 million.
- Developed strong working relationships with Stakeholders, Hiring Managers, and Principals, by providing advice, and guidance as needed.

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April 2021 to Dec 2021 • Technosavys

HR Specialist (Technical Recruiter- Freelancing)

Cultivated a successful track record over the course of 8 months, spearheading technical hiring initiatives for a prominent New York-based IT consulting firm, delivering exceptional talent acquisition solutions

Dec 2019 to April 2021 • Fulcrum Pvt Ltd

HR Executive (Recruitment)

Fulcrum Pvt Ltd is a leading HR solutions consultancy firm. They offer a wide range of services, including automated payroll management, training and development, OD & HR solutions, and the supply of skilled and unskilled manpower.

Responsibilities

- Increased visibility and candidate pool by developing and posting job advertisements on various platforms, including Rozee.pk, Indeed, LinkedIn, and Career Portals.
- Established strategic partnerships with university placement departments and expanded reach to new talent pools.
- Managed key accounts for various industries, including FMCG, Pharmaceuticals, Textiles, Power & Energy, Retail, IT, Financial Services, and Ecommerce, cultivating strong client relationships and ensuring satisfaction.
- Conducted efficient telephonic screenings and walk-in interviews to build a high-quality candidate pool.
- Achieved hiring targets set by management by collaborating with the team to meet or exceed expectations.

Achievements

- Within a span of 2 months, 100 individuals were recruited for the Call Center.
- As a team, accomplished several recruitment projects with success, 7 Technical experts were hired within 1 month.
- Successfully completed a hiring project for an Internet service provider company within a span of 15 days.

Sep 2017 to March 2019 • Get Solutions

Business Development Executive

Get Solutions is a Pakistani digital agency that offers a range of services 24/7, including digital design, website development, and content marketing.

Responsibilities

- Generated prospects for both technical and non-technical projects, supported the project manager in satisfying the client's requirements, and implemented sales tactics to boost revenue.
- Drafted business proposals and contracts to attract more clients and stayed up to date with market trends to ensure our services stay current.
- Collaborated with other company executives and management teams, engaged with potential business partners, maintained relationships with existing clients, and monitored market trends to identify new business opportunities.

Achievements

- Acquired English communication skills through direct interactions with clients from around the world.
- Successfully generated 10 leads per month for both technical and non-technical projects and converted them into prospective clients.

EDUCATIONAL BACKGROUND

SHAHEED ZULFIQAR ALI BHUTTO INSTITUTE SCIENCE AND TECHNOLOGY, KARACHI • MBA – MASTER'S IN BUSINESS ADMINISTRATION (HUMAN RESOURCES) - 2018

SHAHEED ZULFIQAR ALI BHUTTO INSTITUTE OF SCIENCE AND TECHNOLOGY, KARACHI • BBA – BACHELOR'S IN BUSINESS ADMINISTRATION - 2016

CERTIFICATIONS

INSTITUTE OF BUSINESS ADMINISTRATION, KARACHI • DIPLOMA IN INDUSTRIAL RELATIONS & EMPLOYMENT RELATIONS

Reference would be furnished upon request