

E-MAIL sabeensabeen@hotmail.com

# SABEEN IMRAN AHMAD

## OBJECTIVE

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- To pursue a doctoral degree in the field of Human Resource Management. at a well reputed university.

## EXPERIENCE

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- Have 7 years experience in field of **Human Resource Management** from August 2004 till date.

## EXPERIENCE DETAILS

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- As **Faculty member (Lecturer)** at the **Institute of Administrative Science, University of the Punjab** from October 17<sup>th</sup> 2005 till date. Major assignments are:
  1. Providing teaching services to Masters & BS students in various management and HR areas like Strategic Management , Strategic Human resource Management, Fundamentals of Human Resource Management, Industrial Relations & Labor Laws & Principles of Management
  2. Successfully coordinated various workshops in the campus including Professional development workshop & Real World Management skills workshop.
  3. Working as Program coordinator at the institute and doing administration related to admissions, examinations and students affairs.
- As **HR & Admin Services Executive** from February 15, 2005 till October 16<sup>th</sup>, 2005 at **Nestle Pakistan Limited**. Major assignments and projects were:
  1. Recruitment
    - i. Successfully completed the project on “Recruitment Need Assessment” of the organization
    - ii. Development of Recruitment Ads
    - iii. CV’s short listing & Interviewing
    - iv. Refresh Job Descriptions data with emphasis on Job Specifications to target competencies while selection
  2. Training & Development
    - i. Coordinated various training programs in the organization conducted by local & foreign trainers
    - ii. Conducted “Employees Survey” in the organization which is an important area of organization development.

3. Performance Management
    - i. Conducted Performance Appraisal for the company by Developing & Distributing the Performance Appraisal forms.
    - ii. Developed SOP's (Standing Operating Procedures) of HR staff, which is a key to check the performance with standards
  4. Law & Labor Relations
    - i. Carried out a study to overview Industrial Relations prevailing in the organization with major emphasis on the Labor Laws
    - ii. Get comprehensive knowledge of trade unions in the organization
- As **Sr. Executive HR** from August 16, 2004 till February 14<sup>th</sup>, 2005 at **Tapal Tea (Pvt) limited**. Major assignments were:
    1. Recruitment
      - i. Hiring by various means covering Campus recruitment & Advertisements
      - ii. Carried out an assortment of tests covering Paper pencil tests, Mental ability tests & Simulations covering case studies
      - iii. Experienced one to one as well as panel interviews
    2. Training & Development
      - i. Conducted TNA (training Need Assessment) in the organization
      - ii. Coordinated various training programs in the organization.

## EDUCATION

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- 2001-2003 **Masters in Public Administration** with majors in **Human Resource Management** from Institute of Administrative Sciences, University of the Punjab, Lahore, Pakistan.
- 1999-2001 **Bachelors or Arts** with majors in **Economics**, Lahore College for Women, Lahore.
- 1997-1999 **Intermediate** with majors in **pre medical**, Lahore College for Women, Lahore.
- 1997 **Metric** with **Science**, Crescent model higher secondary school, Lahore.

## SKILLS

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- Presentation skills
- Communication skills
- Time Management skills
- Verbal and written skills in English and Urdu

## COMPUTER SKILLS

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- MS Word, Excel, Power Point & Outlook, Multimedia, Internet

## TRAININGS RECEIVED

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- Confident Voice
- Emotional Intelligence
- Presentation Skills
- Strategic Time Management
- Knowing Thyself & Environment
- 7 Habits of Highly Effective People
- Training of lead trainers for local government officials

## VOLUNTEER EXPERIENCE

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- Participated actively for raising funds for Earth quake Victims

## REFERENCES

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- Available on request.