



IRFA KHALID

ABOUT

To serve an organization that utilizes my potential in the best way and would help to serve my community as well as provide an opportunity to improve my skill set and knowledge.

CONTACT

Address: Town Center, Alain
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Visa Status: Visit
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PROFESSIONAL SKILLS

Conflict Management
Assessing Job Candidates
MS Office
Change Management
Leadership
Analytical Skills
Creating Relationships Developing
Strategies For Recruiting Workers
Multitasking Performance
Management

PERSONAL SKILLS

Creative Spirit
Reliable and Professional
Organized
Time Management Team
Player
Fast Learner
Motivated
Presentation Skills
Communication Skills

ACHIEVEMENTS

- **Basic Life Support** Certified.
- **JCIA** Certified
- **360 Degree** Appreciation Letter
- **JCIA** Appreciation Letter

HOBBIES

Traveling
Internet Surfing
Animal Lover
Art, Design & Painting

EDUCATION

B.A - (2015)
Quaid-e-Azam University, Islamabad Pakistan.

EXPERIENCE

SHIFA INTERNATIONAL HOSPITAL LTD. | JCI Accredited

Hospital Human Resource Department as HR REPRESENTATIVE
September 2015 to October 2018.

Duties and Responsibilities:

- Conduct all recruitment and selection activities.
- Maintain well-structured CV data base.
- Coordinate pre-employment medical checkup.
- Coordinate interviews joining of selected candidates.
- Deals with interns applicants.
- Issue orientation memo and complete documentations of new joiners.
- Facilitate the final due of the employees.
- Prepare and conduct hiring test for non-management employees.
- Job Confirmation of Employees
- Maintain and prepare job description of new employees.
- Perform on day to day different projects (360 degree)
- Perform any tasks assigned by HOD.



(AST) AWAMI SYSTEM TECHNOLOGIES EXCISE AND TAXATION
as **CUSTOMER REPRESENTATIVE**
July 2014 to September 2015.

Duties and Responsibilities:

- Listen and respond to customers' needs and concerns.
- Provide information about products and services.
- Determines requirements by working with customers.
- Maintains call center database by entering information.
- Keeps equipment operational by following established procedures.
- Maintained a polite and professional telephone manner.
- Answer telephone calls and take messages or forward calls
- Schedule and confirm appointments and maintain calendars
- Greet and welcome customers, clients, and other visitors
- Check visitors in and direct or escort them to specific destinations
- Inform other employees of visitors' arrivals or cancellations
- Copy, file, and maintain paper or electronic documents
- Handle incoming and outgoing mail and email