



FARWA SHAHZADI

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Multan, Pakistan.

OBJECTIVE

Accomplished professional with a strong foundation in business administration and a proven track record in leadership, collaboration, and team building. Demonstrates exceptional administrative and analytical skills, with a keen attention to detail and expertise in record management. Adept at problem-solving and flexible in adapting to dynamic environments, consistently delivering high-quality results. Committed to leveraging skills for continued professional growth and contributing effectively to organisational success.

EXPERIENCE

"Anees Textile Mills"

02/2021-05/2025: **Administrative Assistant**

Key Responsibilities:

- Assist with recruitment processes, including job postings, candidate screening, and interview scheduling.
- Maintain accurate and up-to-date employee records, including personal data, benefits, and performance records.
- Assist with payroll processing, including data entry, verification, and reporting.
- Administer employee benefits, including health insurance, retirement plans, and other benefits.
- Coordinate new employee onboarding processes, including paperwork, orientation, and training.
- Provide support for employee relations, including conflict resolution, grievances, and disciplinary actions
- Ensure compliance with labor laws, regulations, and company policies.

- Prepare and submit reports, including HR metrics, employee turnover, and training participation.
- Assist with training and development programs, including scheduling, materials preparation, and evaluation.
- Maintain HR systems, including HRIS (Human Resource Information System) and other HR-related software.
- Ensure compliance with labor laws and regulations specific to the textile industry.
- Assist with maintaining a safe and healthy work environment, including reporting incidents and near-misses.
- Maintain and update the employee handbook to reflect company policies and procedures.
- Demonstrated up-to-date knowledge of current employment market and trends.
- Provided guidance to staff on career development opportunities, encouraging professional growth.
- Assisted in negotiating terms with benefit providers, securing competitive packages for employees.
- Organised company events, such as team-building exercises and annual parties, boosting morale and engagement.
- Participated in disciplinary and grievance procedures, maintaining impartiality and confidentiality.
- Reviewed and updated employee handbooks, ensuring all information is current and compliant with legislation.
- Supported the development and implementation of HR policies, contributing to the creation of a positive work environment.
- Coordinated new employee inductions, facilitating smooth integration into company culture and procedures.
- Updated and maintained personnel records covering performance evaluations, salaries and training.

“Sammaiyah Enterprises”

01/2018-01/2021: **HR Assistant**

Key Responsibilities:

- Assist with recruitment processes, including job postings, candidate screening, and interview scheduling.
- Maintain accurate and up-to-date employee records, including personal data, benefits, and performance records.
- Assist with payroll processing, including data entry, verification, and reporting.
- Administer employee benefits, including health insurance, retirement plans, and other benefits.
- Coordinate new employee onboarding processes, including paperwork, orientation, and training.
- Provide support for employee relations, including conflict resolution, grievances, and disciplinary actions.
- Ensure compliance with labor laws, regulations, and company policies.
- Prepare and submit reports, including HR metrics, employee turnover, and training participation.
- Assist with training and development programs, including scheduling, materials preparation, and evaluation.
- Maintain HR systems, including HRIS (Human Resource Information System) and other HR-related software.
- Ensure compliance with labor laws and regulations specific to the textile industry.
- Assist with maintaining a safe and healthy work environment, including reporting incidents and near-misses.
- Maintain and update the employee handbook to reflect company policies and procedures.
- Demonstrated up-to-date knowledge of current employment market and trends.
- Provided guidance to staff on career development opportunities, encouraging professional growth.
- Assisted in negotiating terms with benefit providers, securing competitive packages for employees.
- Organised company events, such as team-building exercises and annual parties, boosting morale and engagement.
- Participated in disciplinary and grievance procedures, maintaining impartiality and confidentiality.

- Reviewed and updated employee handbooks, ensuring all information is current and compliant with legislation.
- Supported the development and implementation of HR policies, contributing to the creation of a positive work environment.
- Coordinated new employee inductions, facilitating smooth integration into company culture and procedures.

Updated and maintained personnel records covering performance evaluations, salaries and training.

“Zainab Exports”

03/2015-12/2017: **Executive Secretary**

Key Responsibilities:

- Manage the executive’s schedule, including meetings, appointments, and travel arrangements.
- Handle incoming and outgoing communications, including emails, phone calls, and letters.
- Prepare and draft correspondence, reports, and other documents.
- Coordinate meetings, including scheduling, materials preparation, and note-taking.
- Arrange travel itineraries, including flights, hotels, and transportation.
- Maintain accurate and up-to-date records, files, and databases.
- Maintain confidentiality of sensitive information and documents.
- Act as a liaison between the executive and other departments, stakeholders, or external partners.
- Maintain a organized and efficient office environment.
- Prepare and manage expense reports for the executive.
- Manage the executive’s calendar, ensuring timely reminders and notifications.
- Assist with special projects, including research, data analysis, and presentation preparation.
- Effective communication with the executive, colleagues, and external partners.
- Ability to prioritize tasks, manage multiple projects, and meet deadlines.
- Ensure accuracy and attention to detail in all administrative tasks.

- Maintain confidentiality of sensitive information and documents.
- These responsibilities may vary depending on the specific company, role, and executive's requirements.

EDUCATION

"Gillani Law College Bahauddin Zakriya University"

2017-2020: Bachelor of Law (LLB)

Major Subject: Law

"Bahauddin Zakriya University Multan"

2015-2017: Bachelor of Arts

Major subject: Arts

SKILLS

- Administrative skills
- Analytical skills
- Leadership skills
- Record Management
- Flexible and adaptable
- Collaboration & Team Building
- Business Administration
- Problem-solving abilities

Certification

"e Rozgar"

04/2024: Creative Designing

Field: Online Creative Designing domain

"OPEN"

11/2024: English for career development MOOC

Reference

Provided on demand.