

YASIR KHAN AFRIDI

HR EXECUTIVE

CONTACT

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Ezzi City Opposite Quaid e Azam Park
Near Steel Town, Karachi

SKILLS

Microsoft Office

ERP

ATS Platforms

HR Software

Boolean Search

Canva

Jira

LANGUAGES

English

Urdu

Pashto

VOLUNTEER & CERTIFICATE

Data Analysis Using Power BI

Human Resource Management

Consumer Behavior | Best Campaign & Best Team Work

IQRA UNIVERSITY MODEL UNITED UN SOCIETY

The Fundamentals of Digital Marketing

Entrepreneurship From Business Idea To Action

PROFILE

Greetings! I'm Yasir Khan Afridi, a business graduate from Iqra University driven by a deep-seated passion for nurturing employee well-being and contributing to the growth of organizations. Throughout my journey, I've had the privilege of serving as an HR Executive in various esteemed companies, where I've been entrusted with the responsibility of not just managing HR tasks but also creating a supportive and thriving workplace culture.

My experiences have taught me the invaluable art of connecting with people, whether it's through conducting interviews, administering assessments, or simply lending a listening ear to employees. I believe in the power of every individual's potential and strive to bring out the best in them.

WORK EXPERIENCE

HR Executive

SCADA Industries Pvt Ltd November/2023 - Present

- Post job openings on Indeed, LinkedIn, Glassdoor & Mustakbil.com.
- Conducted screenings, scheduled interviews, and administered assessments.
- Utilize LinkedIn for headhunting and sourcing potential candidates.
- Prepare various letters including bank, appointment, promotion, appreciation, offer letters & experience letters.
- Manage monthly payroll, Full & Final Settlement, Provident Fund (PF), EOBI & SESSI contributions.
- Effectively oversee daily attendance reporting, including leaves, absences, late arrivals & overtime.
- Manage annual leave administration ensuring smooth workforce operations.
- Effectively manage the employee database in both hard-copy & soft-copy, ensuring accuracy and timeliness of updates.

HR Executive

Humantek July/2023 - October/2023

- Post job openings on LinkedIn, Rozee.pk, Indeed, Facebook, and Sphunt.
- Conduct phone screenings, scheduled interviews and initial interview.
- Coordinate training schedules and tests.
- Conduct orientation of new employees.
- Compile recruitment reports, maintain and update employee records.
- Conducted employee appraisals, fostering a culture of continuous improvement.

HR Intern

Pakistan Machine Tool Factory (P.M.T.F) February /2023 - May/2023

- Employee data management in the ERP software.
- Employee personal file management.
- To assist HR team in day to day activities.

YASIR KHAN AFRIDI

HR EXECUTIVE

EXPERTISE

- Expertise in strategic talent acquisition and headhunting, leveraging advanced Boolean search techniques on platforms like LinkedIn to identify and attract top-tier professionals, ensuring a robust and high-caliber talent pipeline.
 - Proficient in utilizing various Applicant Tracking Systems (ATS) such as Jaazhr, BambooHR, ZohoRecruiter, and Greenhouse. Well-versed in navigating and leveraging the unique features of each platform to optimize recruitment processes, streamline candidate management, and enhance overall talent acquisition efficiency.
 - Skilled in BI tool such as Microsoft Power BI adept at transforming data into actionable insights for informed decision-making.
 - Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Jira, adept at seamlessly integrating these tools for comprehensive project management, communication, and documentation.
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HR Intern

Squarera

November-2021 - February /2022

- Posted job descriptions on Indeed, LinkedIn, and Rozee.pk.
 - Utilized LinkedIn for headhunting and sourcing potential candidates
 - Conducted phone screenings, scheduled interviews, and administered assessments.
 - Updated and maintained employee database.
 - Managed Outlook, LinkedIn, Indeed, and Jira recruitment accounts.
 - Supported HR manager in various tasks.
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EDUCATION

Certified Human Resources Professional (CHRP)

PIQC Institute Of Quality

2024-Present

BBA-H

Iqra University

2019-2023

CGPA (3.13)

Intermediate

**Govt. Degree College Karachi
Malir Cantt**

2016-2018

Percentage (50%)

Matriculation

**Zahid Kids University
Secondary School**

2016

Percentage (81%)
