

PERSONAL INFORMATION

Maryam Mahmood



📍 International City Dubai, UAE

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✉ Maryam44382@gmail.com

Sex Female | Date of birth 06/08/1999 | Nationality Pakistani | Visa Status Spouse

A highly competent, motivated and enthusiastic worker HR Assistant with experience of working as part of a team in a busy office environment. Well organized and proactive in providing timely, efficient and accurate support to the management and work colleagues. Possessing a proven ability to generate innovative ideas and solutions to problems.

WORK EXPERIENCE

(02/2023 – 01/2025)

HR Executive

Damen Support Programme

- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances or other issues
- Manage the recruitment and selection process
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics
- Ensure legal compliance throughout human resource management

(05/2021 – 02/2023)

Admin Executive

Globex IT Solutions

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Supervise administrative staff and divide responsibilities to ensure performance
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary

EDUCATION AND TRAINING

(10/2020 - 08/2022) **Master in Information Technology (MSc-IT)**
University of Education

(09/2018 - 09/2020) **ADP in Computer Science (ADP-CS)**
University of Central Punjab

PERSONAL SKILLS

Organizational / managerial skills

- Strong verbal Communication
- Analytical Skills
- Quality Monitoring Tools
- Coaching and training
- Severity and Priority Testing
- Leadership
- Report Expertise
- Microsoft Office
- Team Management
- Customer Service
- Quality Assurance
- Time Management
- Problem Solving

Certifications

Boot camp in Quality Assurance

By completing a Boot camp in Quality Assurance, I can demonstrate to potential employers that I have acquired the necessary skills to ensure that software applications meet quality standards and deliver a positive user experience

Duolingo English Test

It is a modern, convenient, and affordable way to demonstrate your English language abilities to potential employers or academic institutions. Achieving a score of 105 on the Duolingo English Test means that I have demonstrated a high level of proficiency in the language, indicating that I am able to communicate effectively and confidently in both professional and academic settings.