

NADIA ASHRAF

HR SUPERVISOR

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ABOUT ME

As a driven professional, I am passionate about joining a dynamic team in an organization that places a premium on innovation and motivation. With a strong foundation in leadership, coupled with outstanding communication skills and inherent creativity, I am poised to make significant contributions in both corporate and development settings. My ambition is to thrive in a workplace that nurtures professional advancement and values the deployment of my abilities towards our shared triumphs.

EDUCATION

**DIGITAL HR SPECIALIST -HR
AUTOMATION
INTERNATIONAL
CERTIFICATION**
*AIHR, Islamabad
2022*

- Certified Digital HR Specialist - HR Automation.
- Completed intensive HR tech & automation training.
- Awarded for top project in HR process optimization.

SKILLS

HR
Administration
Presentation
Negosiation

LANGUAGES

English
Urdu
Punjabi

INTERNSHIPS

GRAPHIC DESIGNER
*Mercy Corps INGO
Aug 2011 - Dec 2011*

VOLUNTARILY
*ROZAN NGO
Mar 2009 - May 2009*

INTERNSHIP
*Inter Services Public Relations
Apr 2024 - Apr 2024*

Articles published In
Newspapers on two topics:
-Made in Pakistan
-Baitullah's death impact
These are published in The
statesman, The frontier Post, &
Pakistan Observer

COURSE

**3 DAYS FIRST AID &
DISASTER PREPAREDNESS
TRAINING**
UNDSS

ACHIEVEMENT:

Medecins Sans Frontiers –
Holland Appreciation Letter
2021
Cover the Position of “HR
Manager” for three months
2021
Radio Programs-ROZAN
Appreciation Letter 2009
Merit Certificate in B-A , 1st
Position in Islamic Studies
2009
Essay writing competition, 2nd
position –AIOU 2012

WORK EXPERIENCE

HR SUPERVISOR | *Medecins Sans Frontieres Holland* | *Islamabad*
| *Dec 2023 - Apr 2024*

- Enhanced payroll accuracy & compliance.
- Optimized HR database for efficiency.
- Streamlined recruitment & documentation.
- Crafted contracts, ensuring legal integrity.
- Maintained compliance with labor laws.
- Customized employment contracts legally.
- Delivered accurate, timely monthly payroll.
- Managed proactive rental contract renewals.
- Communicated admin updates & provided support.

ADMIN TRANSIT | *Medecins Sans Frontieres Holland* | *Islamabad*
| *Mar 2022 - Oct 2023*

- Managed international staff logistics, including visa and flight coordination for seamless arrivals/departures.
- Facilitated staff movements by liaising with HQ, ensuring compliance with global travel regulations and procedures.
- Oversaw administrative duties for transiting personnel, including transport, briefings, and accommodation arrangements.
- Directed HR processes for admin team, focusing on recruitment, training, and development to enhance operational efficiency.

TALENT ACQUISITION & HR SPECIALIST
| *Roots International Schools & Colleges RISC* | *Islamabad* | *Jan 2023 - Jun 2023*

- Implemented talent strategy & benchmarking policies.
- Managed full-cycle recruiting & monthly talent metrics.
- Networked at events & built lasting candidate relations.
- Collaborated with HR & Marketing to meet hiring goals.

HR/ADMIN OFFICER | *Medecins Sans Frontieres* | *Islamabad*
| *Aug 2015 - Jun 2022*

- Streamlined procurement as Purchaser, optimizing supply chain Jan-Mar 2021.
- Led HR operations as Interim Manager, enhancing staff compliance & recruitment Jul-Sep 2021.
- Implemented EOBI, updated HR systems, and facilitated robust onboarding & training programs.
- Coordinated HR planning, digitalized records, and ensured timely finance & admin processes.

HR ASSISTANT/HR OPERATOR | *ACF International INGO* | *Islamabad*
| *Mar 2015 - Jul 2015*

- Spearheaded HR digitalization initiative, achieving full digitization of personnel records for ACF International.
- Managed visa and immigration processes, ensuring compliance with legal work status requirements.
- Fostered relationships with government officials to streamline visa processing for ACF Pakistan.
- Maintained comprehensive expat visa database and coordinated travel documentation for global staff mobility.

HR/ADMIN ASSISTANT | *The Johan niter International Assistance* | *Islamabad*
| *Jan 2013 - Dec 2014*

- Managed recruitment with precision documentation.
- Facilitated hiring from TORs to contract execution.
- Ensured meticulous staff document review & filing.
- Maintained staff attendance & leave records.
- Liaised for staff insurance, managing claims & updates.
- Led creation of staff IDs & business cards.
- Produced key IEC materials for project needs.
- Supervised office upkeep & support staff coordination.
- Executed prompt, accurate employee payment processing.

ADMIN OFFICER | *IDEA - (Initiative for Development & Empowerment Axis)*
| *Islamabad* | *Jan 2012 - Dec 2012*

- Oversees org correspondence, manages records, and ensures efficient document flow.
- Acts as liaison, implementing directives and communicating staff/regional feedback.
- Supervises administrative operations, maintains discipline, and oversees attendance.
- Manages procurement, vendor negotiations, office supplies, and coordinates travel/events.

REFERENCES



Rabia Hussain
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E: rabia.hussain@hotmail.com



Bridget Simpkins
HR Advisor in HQ Netherlands
E: bridgetsimpkins@gmail.com



Sebentile Hleta
HR Coordinator (Head of Department)
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