

RAMSHA SOOFI

DOB: 18-February-1992

#: +92 322 845 7592
+92 42 3718 8524

Add.: 483 – B, Defence Housing
Authority (DHA). Phase VI, Lahore,
Pakistan.

@: ramsha.soofi@gmail.com
ramshasoofi@hotmail.com

PLACEMENT

OBJECTIVE

To work in a position relevant to management and organizational innovation in your organization and to gain experience in the field of business and its related sub divisions.

EDUCATION

MSc Management & Organisational Innovation (Equivalent/ above 3.0 GPA) Sep 2015-Sep 2016
Queen Mary University of London (Dissertation on the topic “Technological integration in workplace: An empirical study on use of mobile devices and their impact on changing organizational processes in Pakistan”)

BBA (Bachelors in Business Administration) (3.2 / 4.0) Nov 2011-Jun 2015
University of Engineering & Technology, Lahore (Received an A+ in Dissertation on the topic “Impact of E-Learning in Higher Education of Pakistan” using SERVQUAL Model)

GCE A-Level (Pre-Medical) Sep 2009-Jun 2011
Beaconhouse School System, Lahore

GCE O-Level(Pure Sciences) Sep 2007- Jul 2009
Beaconhouse School System, Lahore

PROFESSIONAL

EXPERIENCES

BANK AL HABIB LIMITED

June 2018 - Present

- Officer (Human Resources)
 - Promoted to Officer Grade – I in January, 2020.
 - Overseeing that the HR SOP guidelines are implemented according to the book.
 - Helping in training the staff for appropriate communication/ soft skills with the customers.
 - Responsible for arranging webinars/ physical trainings required for staff of zone, which is approximately 1600 in strength.
 - Responsible for presenting analysis on ongoing training projects of employees.
 - Responsible for the smooth operations of hiring process; designing MPR forms, managing approvals, and helping out the prospective employee with his/ her joining process.
 - Managing transfer(s) of staff.
 - Planning and developing strategies pertaining to Human Resources and its related sub divisions.
 - Recording minutes of meetings for monthly, quarterly, and annual meetings.
 - Ensuring KPIs are regularly followed through necessary pursuance.
 - Monitoring performances through thorough follow ups of tasks assigned.

- Other tasks:
 - Taking part in new projects in pipeline with Product Development Division (planning, researching, promoting new ideas for the development of new products).
 - Developing new products for Bank through an extensive market research, keeping in mind of ongoing innovations in the market to gain a competitive advantage.
 - Developing strategies for sales and marketing of products to attract potential customers.

DAILY PAKISTAN (NEWSPAPER)

September 2017 – June 2018

- Head of Department/ Editor – Lifestyle Section
 - Managed a team of sub-editors, graphic designers, videographers, and content developers for the latest updates in lifestyle and entertainment.
 - Interviewing celebrities, emerging talents, introducing new and happening places in town to our audience.
 - Focusing on promoting a soft image of Pakistan; new explorations and blogs.
 - With the help of my team, we were able to explore different arenas of fashion and lifestyle and integrated them into our writing, videos and opinion sections.

INTERNSHIP(S)

DESCON Engineering Pvt. Limited

(Department of Business Acquisition & Business Development)

Intern

Jun 2013-Aug2013

- Worked as an intern, helping in the company's project deal with Qatar Oil and Gas (QPGC & QAPCO).
- Learned different computer skills – working on designated softwares of the company.
- Communicated with clients on behalf of the officials.
- Responsible for presenting analysis on ongoing projects as a part of my training.
- Responsible for keeping track of the project(s) dates and tasks related to it.
- Transferred to the Department of Commercials, Control & Risk Management (CC&RM) after 6 weeks, for an extended training of 2 more weeks.

OTHER ACTIVITIES

-
- Alumni of AIESEC; a non-government not for profit organisation in consultative status with United Nations Economic and Social Council (ECOSOC), aimed at activating youth to achieve Sustainable Development Goals.
 - Participated in LUMS (Lahore University of Management & Sciences) Olympiad (2012).
 - Participated in LUMS CARMA (2010, 2011).
 - Participated in QUANTA 2008 (Lucknow, India).
 - An active participant in school magazine (Editorial).
 - Received Certificates of Merit (English and Urdu).
 - Member of Management Team for the school play (Held in Alhamra Arts Council, 2010).
 - Debater in school and university.
 - Freelance (self-taught) painter and writer.

OTHER RELEVANT INFORMATION

-
- 📄 Languages – Urdu (Good), English (Good). Punjabi (Good), French (Beginner).
 - Proficient in MS Office, Outlook, HRIS, SPSS,

- Beginner in Adobe Photoshop, Lightroom.
- Hobbies include travelling, painting, writing, reading, football, and exploring new cultures and cuisines.