

MahvishKanwal Khaskhely

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**FieldofSpecializ
ation**Human
Resource ,
Marketing

Personal Statement: *A motivated, adaptable and responsible post-graduate, seeking to serve to her best potential in a reputable organization*

Preference: *A faculty position where on-going learning leads to personal & professional growth.*

ACADEMICQUALIFICATION

Degree	Year	Institution	GRADE/CGPA
Phd	in progress	SZABIST, Karachi since Aug 2015	3.67
MBA	2012	Bahria University, Karachi	3.86
BBA	2010	Bahria University, Karachi	3.47
Intermediate	2005	Govt.Girls College, Zamzama	B
O'Levels	2003	The Hampton School, Karachi	B

ELECTIVES

Research Methods&techniques	ResearchPhilosophy	Quantitative
toolsforResearchQualitativeResearchMethods		Global Governance &
Development International businessMgtment		
Job Analysis &Design &ChangeRecruitment&Selection Design&SkillDevelopment	StrategicHRM IntroductiontoHRM	Organizational Design Organizational Theory,
ConflictManagement Training&Development	PerformanceAppraisal Strategic CompensationManagement	

WORKEXPRIENCE



2014 Sept till July 2015: worked as marketing Coordinator at Alpha Container Industries:

Key Roles:

Quotation to clients.

Order review

Job creation on the inventory software.

Coordinate with planning Department regarding material and line availability.

Provide tentative delivery schedule to client.

Ensure that payments are received on time.

Achieve and maintain a healthy balance of account receivables and finished goods target.

Customer Services: Act as a liaison between company and the client.



← May 2014 till August 2014: **HR Executive at Manpower Export Placement Corporation.**

Key Roles:

- Talent Acquisition
- Marketing the company to potential clients
- Advertising for diverse positions
- Filtering the Resumes
- Conducting Interviews with the candidates and recording the assessments.
- Meeting the demand of clients with the appropriate Human Resource.



← May 2014 till August 2014: Also, serving at **United Nations Association as Corporate Social Responsibility Director**

Key Roles:

- Marketing the organization,
- Correspondence with Relevant World bodies,
- Planning and working on projects with a social cause.

- ← July 2009 - Sept 2009: 6 weeks internship at Pakistan Steel
- ← July 2010-Sept 2010: 7 weeks internship at Damco Pakistan
- ← Feb 2012 presented thesis at Greenwich University on the topic: "Stress Mitigation Protocol for CSS Aspirants"

MAJOR TERM REPORTS /PROJECTS

- ← Quantitative Research titled: **Impact of full time & part-time employment on the academic performance of university students**
- ← Qualitative Research titled: **A narrative story of a young Woman's struggle with physical constraints in a conservative society**
- ← Qualitative Research titled: **A phenomenological study on the compulsive, compensatory buying behavior of female Consumers**
- ← Conducting Job Analysis of Industrial Engineers and Maintenance Workers.
- ← Designing an employee Appraisal Form.
- ← Comparison of compensation policies of National bank of Pakistan and Allied Bank Ltd.
- ← Project on Performance Management System in Continental Biscuits Limited (LU)

EXTRACURRICULAR ACTIVITIES

- ← Member of a community "Helping Hands of Bahria University"
- ← Part of United Nations Association of Pakistan.

SKILLS AND INTERESTS

- ← Strong verbal / written communication
- ← Strong work ethics, work well with others
- ← Responsible and Dedicated.
- ← Enjoy learning new things