

CONTACT

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Lahore, Pakistan

CORE SKILLS

Talent Acquisition · Onboarding · Payroll Data · Benefits Admin · HRIS · Compliance · Employee Relations · Performance Mgmt · Workforce Planning · Procurement · Vendor Coordination · Business Development · Lead Generation · CRM · KPI Management · Reporting

TOOLS

MS Office Suite	Advanced
Excel & Google Sheets	Advanced
CRM Systems	Advanced
LinkedIn Recruiter	Proficient
Canva	Certified

Arooj *Arshad*

HR & TALENT ACQUISITION SPECIALIST · PROCUREMENT · OPERATIONS

Open to new opportunities — onsite, hybrid or remote

4+	4	4.00	100%
Years of experience	Companies, PK & Canada	CGPA, BS Computer Science	Merit scholarship

Professional *summary*

Strategic HR generalist with 4+ years of progressive experience across HR management, talent acquisition, procurement, sales operations and cross-functional coordination. Proven ability to build recruitment pipelines, streamline HR operations, prepare payroll data and serve as a trusted partner for both employees and leadership. Adept at HRIS management, benefits administration, compensation structures and regulatory compliance, with a Computer Science degree (4.00 CGPA) that makes data and new tools second nature.

Work *experience*

Talent Acquisition Specialist — 2026

Gunness and Associates · Canada (Remote)

- Led end-to-end recruitment and onboarding for technical and non-technical roles — job posting, screening, interviews and new-hire orientation.
- Primary point of contact for employee inquiries on policies, benefits, compensation and day-to-day HR matters.
- Managed timesheets, overtime, expense reimbursements and complete payroll data; kept HR records compliant.
- Partnered with department heads on performance management and workforce planning.

Recruitment · Onboarding · Payroll · HRIS · Remote teams

BD & HR Operations Executive — Jan 2025 – Apr 2026

Thokmandee.com · Lahore (Hybrid)

- Ran end-to-end recruitment and onboarding, from job posting to orientation and paperwork.
- Oversaw daily office operations as liaison between staff and external service providers.
- Prepared payroll data, maintained HR records and supported compliant HR policy development.

Business Development · HR Operations · Payroll · Policies

> *"Great organisations are built one right hire, one fair process and one smooth operation at a time."*

CERTIFICATIONS

- Power of Advanced Excel
  Professional Certification
- Harnessing the Power of LinkedIn Marketing
  Professional Certification
- Mastering Canva for Graphic Design
  Professional Certification

AWARDS

- 100% Merit Scholarship
  University of Central Punjab
- Graduated with Distinction
  BS Computer Science, 4.00 CGPA

SOFT SKILLS

Problem-Solving · Adaptability · Strategic Mindset · Teamwork · Multitasking · Negotiation · Client Communication · Confidentiality

LANGUAGES

English — Professional

Urdu — Native

WORK MODELS

Remote · Hybrid · Onsite · International clients

Senior Sales Executive

Jan 2023 – Dec 2024

Information Process Solutions · Lahore (Onsite)

- Conducted high-volume outbound calls to clients across the US and Canada, consistently meeting and exceeding monthly sales and lead-generation targets.
- Maintained accurate CRM records for seamless follow-up on every client interaction.
- Excelled in core KPIs by identifying client needs and building long-term customer relationships.
- Helped refine outreach strategies and share best practices that improved conversion rates.

CRM · Lead Generation · KPI Management · US & Canada clients

Operations Associate

Feb 2021 – Jan 2023

Bridgelinkx Technologies · Lahore (Hybrid)

- Ensured timely, accurate order entry, cross-checking records and flagging anomalies.
- Prepared daily commercial operations reports for senior management.
- Handled proactive client communication by phone and email.
- Contributed to process improvements that reduced data-entry errors and raised efficiency.

Operations · Data Management · Reporting

Education

2018 – 2022

Bachelor of Computer Science

University of Central Punjab, Lahore

4.00 / 4.00

Graduated with distinction · 100% merit scholarship. Coursework: HRM, Organizational Behavior, Business Communication, DBMS, Software Project Management.

Intermediate

Pre-Engineering

Punjab Group of Colleges, Lahore

Completed with distinction in core science subjects.

What I *bring*

01 People & hiring
Full-cycle recruitment, onboarding and employee support for technical and non-technical teams.

02 HR operations
Payroll data, timesheets, benefits, HRIS records and compliant policies.

03 Procurement & ops
Vendor coordination, purchasing support, order accuracy and daily reporting.

04 Sales & clients
Target-driven outreach, CRM discipline and long-term client relationships.