



# PRIYANKA NENWANI

## EDUCATIONAL

### Masters in Business Administration

Taylor's University - Malaysia | 2020 -2021

- GPA: 3.61

### Bachelors of Business Administration (Honours)

Iqra University - Karachi, Pakistan | 2013 - 2017

- GPA: 3.16

## WORK EXPERIENCE

### Executive Employee Relations - HR

PTCL | June 2022 - May 2024

- Apprenticed with Talent Acquisition Team for requisition, recruitment, and hiring of PTCL 3rd party employees of South Zone
- Lead a finance internship program for Karachi.
- Working as Industrial Relations Executive for South for Non-management Staff of PTCL
- Managing employee Disciplinary/ Advocacy Issues for South Region
- Mapping Discipline Processes
- Performance Enhancement
- Facilitation, creation and implementation of grievance portal
- Organizing Connect Sessions for NMS and facilitate and assist in Road Shows for Performance Enhancement

### Recruitment & OD Specialist

Optimum Advisory | 12/2021 - 6/2022

Optimum Advisory | 02/2019 - 12/2019

- Responsible for handling the complete recruitment cycle (i.e., getting requirements from clients to place the selected ones onboard)
- Develop Job Descriptions, Organization charts, and Key Performance Indicators for clients.
- Prepare business proposals and presentations.
- Present findings and recommendations to management/clients
- Coordinate and develop Documented processes and prepare progress reports.
- To develop a Data Bank of Candidates
- To understand the customer's needs to identify the right candidate.
- Follow up for Business Development and closure of positions assigned.


## CONTACT ME AT


 Priyanka\_assnani@yahoo.com

 Phone +4917640139737

Address:Lahr, Germany

## VOUNTEER

 Welfare Director - Postgraduate Student Council  
Taylors University-Malaysia|  
June 2020 -June 2021

 Volunteer in Workshop on Career Counseling and  
Financial Literacy for girls in rural Sindh preparing  
for undergraduate studies. (02/2018)

## SKILLS SUMMARY

Project Management

Recruitment specialist

Proficient in ms office


Time management and  
Hardworking

Presentation and  
communication skills

Leadership

## CERTIFICATE RECEIVED

 Guest Speaker at SZABTALK'S 2021

 Participated In IUMUN 2016 (Iqra  
University Model  
United Nations)

### Human Resource Intern

BMA Capital Management Ltd | 05/2018 - 10/2018

- Employee Dashboard
- Recruitment Segment
- Enrollment of new employees in Human Resource
- Information System (HRIS)

### Human Resource Intern

National Bank of Pakistan (Head Office) | 09/2017 - 11/2017

- Learned to make office note and internships offer letters.
- Keeping files up to date
- Learned the HR policies and processes of the organization