Sumayyah Fa-rooq

Coordinator

<u>View profile on Dweet</u>

Languages

English

About

With a focus on top-notch customer service, I'm experienced in multitasking and problem-solving within dynamic retail settings. My adaptability extends to varying tasks, environments, and product categories like beauty, womenswear, and accessories.

BRANDS WORKED WITH

Codexia Technologies   Superior College

Experience

HR Manager

Codexia Technologies | Jan 2020 - Jan 2023

Managing the entire recruitment process, including sourcing, interviewing, and hiring candidates for technical roles such as software developers, engineers, UX/UI designers, etc. Addressing employee concerns, mediating conflicts, and ensuring a harmonious work environment. Managing salary structures, bonuses, and benefits packages that attract and retain top tech talent. Ensuring the software house complies with labor laws, industry standards, and regulations regarding employment practices. Initiating and executing programs to enhance company culture, foster employee engagement, and improve overall employee satisfaction. Assisting in managing transitions, whether it's the introduction of new software tools, changes in organizational structure, or company-wide policy implementations.

HR Coordinator

Superior College | Jan 2018 - Jan 2020

Assisting in the recruitment process for faculty and staff positions, including posting job openings, screening resumes, and facilitating the onboarding process for new hires.
Assisting employees with benefits enrollment, explaining benefit packages, and serving as a liaison between staff and benefit providers or HR representatives. Handling employee inquiries, addressing concerns, and fostering positive employee relations within the college community. Working closely with other departments such as finance, academic affairs, and administration to ensure cohesive and effective HR processes across the college.

Education & Training

2021 - 2023   **Ginyard International Co. University**

Master of Science in Computer Science,

2017 - 2021   **Studio Shodwe University**

Bachelor of Science in Computer Science,