



Mareya Anwer

Human Resources Professional

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SUMMARY

An HR Professional with exceptional experience managing hiring and onboarding, employee benefits and payroll, performance tracking methods and HR records. Reliable, knowledgeable and highly organized team player with excellent communication skills, team building and relationship management. Highly proficient with HRIS software.

CAREER

SEPT 2020 - DEC 2020

Randstad Canada

**HUMAN RESOURCES AND RECRUITMENT
INTERN**

- Conducted full-cycle recruitment which includes sourcing, screening, conducting interviews, and onboarding of new hires.
- Sourced candidates through Randstad's HRIS software.
- Conducted questionnaires pertaining to Industries' preferences and Health & Safety.
- Mobilized workforce scheduling initiatives.
- Screened candidates and help build talent pipelines.
- Successfully hired candidates that brought in new clients
- Assisted in managing the talent database on Planday and also help create spreadsheets of candidates with Microsoft Excel in order to streamline office efficiency.

EDUCATION

JAN 2020 - DEC 2020

**Post Graduate
Certificate in
Human Resources
Management**

**SHERIDAN COLLEGE; PILON SCHOOL OF
BUSINESS; MISSISSAUGA, CANADA**

- Courses: Compensation and benefits, Recruitment and Selection, HR Administration, HR Planning, Occupational Health & Safety, Training & Development, HR Metrics, Organisational Behaviour, and HR Competencies

2017

**Bsc in Banking
and Finance**

UNIVERSITY OF BAHRAIN

- Major in Banking and Finance, Minor in Accounting

SKILLS

Human Resources Integration Software (HRIS), Onboarding, Teamwork and Collaboration, Employee Relations, Training and Development