KHADIJA KHAN

HUMAN RESOURCES EXECUTIVE

Lahore, Pakistan | +92 325 7136625 | khadijakhan.online
Healthcare & Medical Education | LinkedIn profile

PROFESSIONAL PROFILE

Human resources professional with experience across teaching hospitals, medical education and university environments. Skilled in full-cycle recruitment, onboarding, HR operations and confidential employee records. Combines a people-first approach with structured processes, PHC-aligned compliance and reliable HR reporting.

CORE EXPERTISE

Talent Acquisition & Resume Screening | Onboarding & Induction | HR Policies
Employee Relations & Engagement | Attendance, Leave & Payroll Support
Performance Appraisals | HR Reporting | ERP / HR Systems | PHC Compliance

PROFESSIONAL EXPERIENCE

Human Resources Executive
Nov 2024 - Present

Central Park Teaching Hospital | Lahore, Pakistan

- Manage recruitment for clinical, academic and administrative roles, including resume screening, interview coordination and structured onboarding.
- Maintain confidential employee records and ERP information; administer attendance, leave and payroll support.
- Implement HR policies, support PHC compliance and handle employee queries and grievances fairly.
- Coordinate appraisal cycles, staff training and engagement activities; prepare HR reports and dashboards for management.

Human Resources Officer
Jun 2023 - Oct 2024

Azra Naheed Medical College (ANMC) | Lahore, Pakistan

- Supported recruitment for academic and administrative positions, interview scheduling, onboarding and induction.
- Maintained HR documentation and employee records; assisted with attendance, leave, policy implementation and compliance.
- Assisted with performance reporting and coordinated employee engagement and training activities.

Internee
Jan 2023 - May 2023

Superior University | Lahore, Pakistan

- Supported employee engagement, research, data gathering, internal communication and day-to-day administrative coordination.

EDUCATION

M.Phil in Human Resources | 2024 - Present
PIQC Institute of Quality, Pakistan
Human Resources Management / Personnel Administration

Bachelor's Degree | Sep 2020 - Sep 2023
The Superior University
Mass Communication / Media Studies