

# Sofia Akram

## OBJECTIVE

Seeking a challenging HR role where I can utilize my collaborative skills and strategic thinking to optimize workforce performance and contribute to long-term business goals.

## REFERENCES

Available upon request.

## PHONE

0335-5737594

## RESIDENCE

Rawalpindi

## EMAIL

[sofia.akram25@gmail.com](mailto:sofia.akram25@gmail.com)

## WEBSITE

<https://www.linkedin.com/in/sofia-akram-0a0a32259/>

## EXPERIENCE

---

### NOV 22- PRESENT

#### HR Manager | Uprock Tech (Bahria Town phase 7)

- Responsible for conducting a complete cycle of identifying and attracting top technical and non-technical talent through diverse channels.
- Designing and implementing comprehensive onboarding programs that introduce new hires to company culture, policies, and their specific roles.
- Organizing training programs to enhance technical skills (programming languages, frameworks, etc.) and soft skills (communication, teamwork).
- Collaborating with leads to implement performance appraisal systems aligned with company goals and individual roles.
- Maintaining accurate employee attendance records for payroll, benefits programs, and project tracking purposes.
- Organizing and managing company meetings, events, and workshops.
- Handling social media platforms and updating the official pages regarding events and vacancies.

### OCT 22- FEB 23

#### Content Writer | Pakistan Detector Technologies Pvt. Ltd.

## EDUCATION

---

- **Master's in Business Administration- HRM (2016-2019)**  
International Islamic University, Islamabad
- **Bachelor of Commerce, B. Com (2013-2015)**  
Punjab College of Commerce, Rawalpindi

## CORE COMPETENCIES

---

- Strategic thinking
- People management & development
- Policy and procedure development
- Exceptional interpersonal skills