

# **KOMAL BIBI**

**DEVELOPER | CONTENT WRITER | SOCIAL MEDIA MANAGER**

**Building Digital Experiences that Matters**

**Location:** Peshawar, Pakistan **Email:** Okomal.bibi0@gmail.com | **Phone:** +92-311-5969527

**LinkedIn:** [www.linkedin.com/in/komal-bibi](http://www.linkedin.com/in/komal-bibi) **Website:** [www.komaltechstudio.com](http://www.komaltechstudio.com)

---

## **Summary**

Frontend and wordpress developer with 3+ years of experience with many handon projects. Recently working as a react developer at Tech4Edges. Also responsible for core operations managment of the company. Beside development worked as a content writer for 2+ year with pK DOMAIN company. Also worked as social media manager for a company named plutonic and drove excellent results. Recently responsible for managing the social media accounts for Tech4Edges and Peaks and Plans.

---

## **Core Competencies**

- Frontend and Wordpress Development
  - Content Writing
  - Social Media Marketing
  - Operations Management
  - SEO Strategies
- 

## **Professional Experience**

**Head of HR Department** Memaar Group of Companies-Islamabad

| August 2024 – Present

- Developed the group first HR Policy and implemented the policy over the organization.
- Directed HR operations for 500+ employees across multiple business units, streamlining processes and enhancing organizational effectiveness.
- Developed and executed a recruitment framework, reducing hiring cycle time by 25% while improving talent quality.
- Led employee engagement programs, achieving a 15% increase in satisfaction scores through innovative initiatives.
- Enhanced performance management systems by introducing clear KPI alignment with company objectives.
- Designed and implemented mentorship and leadership development programs, fostering internal promotions.
- Trained senior leadership on HR market trends, enhancing strategic alignment and informed decision-making.

## **Manager, Human Resources**

Win Win Group, Islamabad | February 2023 – July 2024

- Spearheaded comprehensive HR policy development, increasing employee satisfaction by 18%.
- Managed recruitment drives, onboarding 50+ high-performing professionals in key roles.
- Established a grievance redressal system, reducing workplace disputes by 40%.
- Delivered training programs for 500+ employees, boosting overall team productivity by 15%.
- Improved retention rates by 30% through targeted employee retention initiatives.

## **Training & Development Manager | In-House Trainer**

SKY Marketing, Islamabad | February 2021 – January 2023

- Conducted 50+ workshops on leadership, communication, and personal development, improving engagement by 20%.
- Performed Training Needs Analysis (TNA), creating targeted modules to bridge skill gaps.
- Introduced a blended learning model, achieving a 90% employee training completion rate.
- Leveraged NLP techniques to strengthen collaboration and team dynamics.
- Introduced employee counseling program to activate the productivity of employees.
- Aligning with different universities for employer branding and onboarding programs.
- Creating a productive culture for the company employees using LMS and Working aaps.

## **Manager, Human Resources**

Welfare & Relief Committee, Peshawar | July 2019 – January 2021

- Streamlined HR policies and compliance for 150+ employees, enhancing efficiency and adherence to regulations.
- Designed training sessions on healthcare management, improving employee performance by 12%.
- Implemented digital tools for leave and attendance management, reducing administrative workload.
- Looking at the operations of hospitals and student scholarship programs.
- Supervising the recruitment process and selecting the suitable candidate.
- Working on liaison between organization and government departments.
- Working on employee development programs to enhance the skills of employees.

## **Training & Development Executive | In-House Trainer**

Welfare & Relief Committee, Peshawar | July 2018 – June 2019

- Facilitated 30+ personal and professional development training sessions, achieving a 15% improvement in skill retention.
- Empowered employees through coaching methodologies to achieve career advancement.
- Managed the complete training calendar of the training department.
- Manage pre and post training assessments

---

## **HR Consultancy Services**

Self-Employed | Freelance Consultant | 01/01/2022 – Present

### **Key Clients:**

- **Homies Service:** Enhanced hiring efficiency and reduced turnover rates by 15%.
- **Tutors gateway:** Delivered compliance and leadership training programs.
- **Xtream Marketing:** Designed HR policies and implemented performance management systems.
- **Itech Experts:** Consulted on employee engagement and organizational development strategies.
- **Motortechpk:** Designed Company business model.

---

## **Licenses & Certifications**

- Certified Human Resource Professional (CHRP)
- Certified Performance Management Professional (CPMP)
- Certified Neuro-Linguistic Programming (NLP) Practitioner
- Certified Life Coach
- Certified Trainer – British Council, HEC, NPO, Institute of Management Sciences
- Certified Trainer – U.S. State Department

---

## **Achievements**

- Employee of the Year Award – Win Win Marketing
- Rising Star Award – Sky Marketing
- Certificate of Appreciation by Welfare and relief Committee.
- Certificate of Appreciation By Category-D Hospital Totakan Malakand.
- Award of Recognition by Government of Khyber Pakhtunkhwa.
- Award of Recognition by Iqra National University.
- Best Organizer Award by Dignity Corporation.
- Second Position Holder at Express Education and career Expo Peshawar in Innovative Business Ideas.

---

## **Education**

### **B.B.A(Human Resource Management)**

The Agriculture University, Peshawar – 2018

### **B.A (Mass Communication & Education)**

Alkhair University, AJK – 2015

---

**References Available on Request**