

AROOJ FATIMA

HR Operations | People Operations | HR Analytics & Reporting

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PROFESSIONAL SUMMARY

HR Associate with hands-on experience supporting people operations and employee lifecycle processes for a distributed workforce, pairing HR delivery with an Accounting and Finance foundation. Built HR dashboards and attrition reporting in Excel, maintained HRIS and ATS data in BambooHR, and coordinated bi-weekly payroll, performance cycles, and policy compliance. Currently pursuing the CHRP designation through HRPA. Targeting HR Operations and HR Analyst roles where data-informed decisions improve retention and service quality.

CORE COMPETENCIES

- **HR Operations:** Employee Lifecycle Management | Onboarding & Offboarding | Leave Administration | Policy Administration | SOP Development | HR Documentation
- **People Analytics & Reporting:** HR Dashboards | Attrition Analysis | Headcount Reporting | Exit Interview Analysis | Excel Pivot Tables & VLOOKUP | Data Integrity
- **Payroll & Total Rewards:** Bi-Weekly Payroll Coordination | Compensation Adjustments | Performance-Linked Pay | Terminations Processing
- **Talent Acquisition:** Full-Cycle Recruitment | ATS Pipeline Management | Interviewing | Offer Negotiation
- **Systems & Tools:** BambooHR (HRIS/ATS) | Go High Level | ClickUp | Microsoft Office 365 (Excel, Word, Outlook)

PROFESSIONAL EXPERIENCE

RepStack — Delaware, USA

Oct 2023 – Dec 2024

Human Resource Associate (Remote)

HR Operations

May 2024 – Dec 2024

- Administered end-to-end employee lifecycle operations including onboarding, offboarding, payroll coordination, and leave administration for 250+ employees.
- Designed and maintained an HR analytics dashboard in Excel (pivot tables, VLOOKUP) to track attrition trends, enabling data-driven retention strategies that informed leadership decisions.
- Produced bi-weekly payroll reporting for Finance, processing terminations, compensation adjustments, and performance-linked pay changes.
- Conducted 25+ exit interviews and produced structured attrition analysis reports, identifying root causes of turnover and recommending actionable retention improvements.
- Coordinated semi-annual performance management cycles for 250+ employees, tracking completion rates and enforcing compliance with company policy and SOP standards.
- Built recruitment email automations in Go High Level and managed the careers landing page, cutting manual coordination and improving candidate engagement.

Recruitment

Oct 2023 – May 2024

- Delivered full-cycle recruitment for 60+ hires across CRM, SEO, media buying, and digital marketing roles for SaaS clients within a six-month period.
- Managed the ATS pipeline in BambooHR, tracking candidates through screening, interview, and offer stages while keeping requisition data clean and reportable.
- Supported rollout of an AI-powered resume screening system with a custom scoring methodology, reducing manual review time and accelerating time-to-screen.
- Sourced three SEO Specialists whose subsequent client buyouts generated \$25,000 in revenue.
- Ran background and credential verification for hiring compliance; built talent pipelines via job fairs.

EDUCATION & PROFESSIONAL DEVELOPMENT

Human Resources Professionals Association (HRPA)

Aug 2026 – Present

HRPA Member | CHRP Designation in Progress

Fleming College | Ontario Learn

Sep 2026 – Present

Human Resource Planning and Development

National University of Sciences and Technology (NUST) — Pakistan

Sep 2019 – May 2023

Bachelor of Science, Accounting & Finance | CGPA: 3.66 / 4.0