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**ASMA TAJ**

☎ +974 77358740 | ✉ asmataj892@gmail.com

📍 Doha, Qatar

**SUMMARY**

Enthusiastic Lead Generation Specialist with 5 years of experience in generating high-quality leads and driving lead conversions for B2B organizations. Skilled in utilizing marketing platforms and lead management software to optimize lead generation efforts. Passionate about staying up to date with industry trends and best practices to contribute to the overall growth and success of an organization.

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**EXPERIENCE****HR Executive**

*Morgen Global Trading and Services, Doha – Qatar*

*March 2025 – Present*

- Handle end-to-end recruitment processes including job postings, screening, interviewing, and onboarding of new employees.
- Maintain and update employee records, HR databases, and personnel files in compliance with company policies.
- Support payroll processing, attendance tracking, and leave management.
- Assist in developing and implementing HR policies, procedures, and employee engagement initiatives.
- Address employee queries and concerns, ensuring a positive workplace environment and compliance with labor laws.
- Coordinate training programs and performance appraisal processes with department heads.
- Collect, sort, and distribute incoming job applications.
- Monitor the work of recruitment agencies and write job descriptions.
- Coordinate activities between HR teams.
- Thrive in dynamic, high-pressure environments with strong time management and project coordination skills.

**Lead Generation Specialist**

*Akonix Solutions, Bangalore, India*

*2019 – 2024*

- Developed and implemented lead generation strategies.
- Researched and identified potential leads through online platforms, social media, and events.
- Built and maintained a leads database.
- Collaborated with marketing and sales teams.
- Identified and qualified leads via market research and competitor analysis.
- Trained new hires on best lead generation practices.
- Managed a team of lead generation executives.

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**EDUCATION****Bachelor of Business Management (Sales & Marketing)**

Bangalore University

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- **SKILLS**

- HRMS & Payroll Systems
- Recruitment & Onboarding
- MS Office (Word, Excel, Outlook)
- Time & Project Management

- Communication & Interpersonal Skills
- Prospecting & Pipeline Management
- Market Research
- Google Analytics

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**LANGUAGES**

- English
- Hindi
- Kannada
- Urdu

**Personal Information**

QID Number : 29335656609

Visa Type : Transferable

Nationality : Indian

Marital Status : Married

Dob : 15-04-1993