

# AISHA SOHAIL

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## PROFILE

Talented and Experienced **HRIS** Professional Starter with Diverse Skill Set looking for a suitable role, at a respectable firm, to expand Knowledge and Skill Set while investing back Educational and Professional Experience. Knowledge Areas include Software Development, Business Analysis, Human Resource Operations, Business Operations Management and Project Management.

## PROFESSIONAL EMPLOYMENT

### AM X Ventures LLC

#### **HR Operations Intern** (December 2023 – Present)

- Documentation of Configuration Changes moving from Sandbox to Production in Workday.
- Assist with Testing for Security and Configuration Changes in Workday.
- Monitor JIRA tickets and work with Ticket Assignees to ensure Timely Completion based on SLA.
- Lead regular Cross-Functional Team meetings between Business, Functional and Technical Teams.
- Created Metrics for Leadership team on Trouble Ticket Progress.
- Created basic Workday Reports for HR and Recruiting Teams based on Requirements.
- Assisted Workday Security Team on Role and Security Group Assignments.

### AmeriPrime Hospice

#### **Office Operations Manager** (May 2022 – December 2023)

- Daily Communication with Patients' Families on Patient Status after gathering and entering proper documentation in the Hospice System.
- Provided Weekly Report to Business Management team on Communications and Responses to/from Patients families with Comments.
- Conducted Surveys from Patient and their families on Services provided and analyzed data to present to the Business Management team.
- Scheduled Appointments with Vendors for Delivery of Facility Equipment, Food and Other needs.
- Managing Employees Work Schedule based on Time Off and Holiday Period.
- Assisted with setting up Appointments between the Doctors, Nurses and the Patient Families.
- Monitored Compliance by Hospital Staff and Visitors by ensuring all Paperwork and Procedures are followed prior to any Visits and Tasks.
- Review and Monitor all Facility Staff's Licenses and Expiration Periods.
- Ensure all Periodic Evaluation of Employees are Scheduled with their Managers and Staff Leaders.
- Ensure Hospice was set up with all HIPPA and Building Code Compliances.
- Worked with the External Facilities team for any repairs or updates to the Building.

## EDUCATIONAL BACKGROUND

University Of Texas At Dallas: **B.S. in Information Technology Systems**, Class of 2026

## PROFESSIONAL SKILLS

**Data Visualization, Basic Programming, MS Office, Data Analysis, Data Testing, Project Management, HR Operations Management, Business Operations Management, Help Desk Support, Basics of Workday**