



## **zaib-un-nisa babar Miss.**

Email: \$k->email

Phone: \$k->phone

Address: \$k->address

### Timeline

**zaib-un-nisa babar** applied about 6 months ago

### Candidate Profile

#### Summary

Enthusiastic, results oriented Professional with 7+ combined experiences in Management and promoting and expanding business at the international level

#### Work Experience (about 9 years total)

02-02-2019 - 27-08-2020

##### **International Business Development Manager & Country Representative at AlHuda Centre of Islamic Banking & Economics (CIBE) (about 2 years)**

• Establish working relationships with all financial Industry by providing support in all the areas of Islamic Banking & Finance  
• Develop Operation improvement of services  
• Curriculum design/online courses for Islamic Finance conferences/training as per demand from the clients both national and international-level stakeholders: government, multilateral organizations, Banks and academia for the promotion and establishment of Islamic Banking & Finance industry in their country  
• Generate Reports regarding budgets, financial growth or declines, new business leads and regulatory compliance and submit to headquarter  
• Involve in staff selection, scheduling and ongoing employees  
• Develop and implement company promotion and advertisement  
• Represent company at both national and international events

03-04-2016 - 02-03-2019

##### **Project Officer at Japan International Cooperation Agency (JICA) (about 3 years)**

• Support the project team in the capacity development of traffic management training, monitoring site visits, classroom presentations and performance experts including visa facilitation, visit arrangements, setting up meetings, logistical arrangements and security briefings  
• Supported the project design section in development of detail reports i.e. feasibility study, site visits, communication with concern agencies, proof readings and feedback from

03-04-2012 - 03-03-2016

**Manager HR & Strategic Alliance at AIHuda CIBE FZ LLE (about 4 years)**

• Manage Resourcing, screening and short listing of resumes through various head hunting and conduct interviews in coordination with department heads  
• contract and job descriptions, also complete joining formalities and document employees/organization and nominate candidates for training  
• Plan and conduct events/Seminar/Training at local and international level  
• Designed Policies HR related record  
• To liaise with government bodies, SECPs, Donor Agencies for approvals and support  
• Develop International Collaboration (Strategic Partnerships)  
• Participate and cooperate in yearly performance appraisal assessing and evaluation process

03-11-2008 - 01-12-2009

**Assistant officer (HR) at Sui Northern Gas Pipelines Ltd Pakistan (about 1 years)**

• Internal HR Audit (as a special assignment)  
• PMS (Performance Management)  
• Involved in circulation, collection and assembling record of Performance Management  
• Controlling Recruitment of Contractual Employees -- Preparing offer letter, employment contract and job descriptions, -- Involve in completing joining formalities and documentation  
• cases of different regions  
• Involved in various HR board meetings regarding programs  
• Prepare various letters like offer letter, appointment letter, contract transfer letter, Absenteeism notice, warning letter, showcase notice, etc.

**Education**

07-03-2020 - 07-03-2020

**MBA (HR) at university of the Punjab Pakistan**

What is your motivation to join us?

to work in Multinational institution enhance my skills and knowledge wants to work in Tashkent and this university work at international level and facilitate foreigners to introduce its services in my country

What is your vision for the position?

introduce university services at international level and generate more cooperation with international institutions. enhance my skills of communication and marketing while working

