

# Nida Javed

*H NO. 20, Creek lane 1, Phase VI - DHA, Karachi*

Mobile: 92 320 2047412

[m.nidajaved@gmail.com](mailto:m.nidajaved@gmail.com)

---

## OBJECTIVE

Looking for a position in the field of Finance, where I can leverage my academic knowledge and put it to practical use to develop myself professionally and eventually add value to the organization I am a part of.

## EDUCATION

MBA (Finance) 2010-2012

Iqra University

Thesis: Impact of External Debt on the growth of Pakistan.

BBA (Honors) 2007 -2010

Iqra University

HSC (Commerce) 2004 -2006

PECHS College

## WORK EXPERIENCE

### Twin World Technologies

Feb 2022 - Present

- Manager Talent Acquisition and HR. Twin World Technologies is one of the leading software houses catering to international clients with specialization in Design and Development services for Web and Mobile.

Responsible for:

- Posting job vacancies on various job boards and social media channels
- Sorting and screening candidate resumes
- Scheduling phone or in-person interviews
- Addressing candidate queries and assisting them with the interview process
- Sending out acceptance or rejection emails to candidates
- Maintaining and updating candidate database
- Ensuring a positive candidate experience
- Identify & search for qualified candidates using various sourcing techniques (for example Boolean searches etc.)
- Develop talent pipelines for future hiring needs
- Taking care of all HR related operations including payroll processing, negotiations, retention, etc.

### Gerry's International

Sept 2021 – Jan 2022

- Currently working with Gerry's International on a special assignment at Italian Consulate. Key responsibilities include
  - Evaluating visa applications to save and meet the criteria based on the guidelines provided by the honorable Consulate.
  - Coordinating with the applicants and guiding them on the shortcomings.
  - Preparing necessary documents (DOV) of the selected applicants for visa processing.
  - Other administrative tasks associated with the job.

### Bank Alfalah Limited

Apr 2021 –Aug, 2021

- Currently working at Bank Al Falah as Business Development Officer (BDO). Responsible for:  
Responsible for:
  - Identifying current and potential future needs of customers and prospects.
  - Cash Management products and services with a goal of increasing product penetration.
  - The Banking Center's growth in deposits, loans and branch sales.

- Client Relationship Management

### **Food Fusion Store**

Apr 2020 – Nov 2020

- Managed operations of the e commerce store. Tasks included :
  - Managing facebook and Instagram communities.
  - Reporting and monitoring of sales via the website's backend (WordPress/ WooCommerce).
  - Research and coordination with vendors for products on e commerce store.
  - Managing relationship with vendors and partners on boarding payments and other related work.
  - Preparing reports for sales, purchases and customers feedback with management.
  - Preparing forecast for up coming months and creating operational plan.
  - Managing administrative work.

### **Food Fusion**

Mar 2016 – Jul 2016

- Community Management for Pakistan's first online Food Recipe Startup.
- Preparing content calendar, health reports for Facebook and Instsgram.
- Identifying and coordinating with prospect partners for integration

### **HBL Foundation**

Jul 2014- Jul 2015

- Managing all the work related to donation.
- Managing relationships with existing donees.
- Preparing and sharing reports with the management.
- Managing schedule and meeting of the CEO.

### **Education Hub**

Apr 2014-May 2014

- Volunteered as a teacher.

### **HBL**

Jun 2009 – Jul 2009

- Interned as part of my undergraduate degree to understand the basic operations and processes of banks. This included the initiation of accounts, check transfer, remittances, etc.

### **Cupola - Pakistan**

Sept 2012 – Nov 2012

- Selected as a Student Brand Ambassador
- Conducted a workshop on "Don't die till you are dead", a topic on living a motivated life and pursuing dreams.

### **COMPUTER SKILLS**

- Proficient with LinkedIn Recruiter profile (for candidate search)
- Efficient at discovery of new job portals, posting and management
- Proficient in using SPSS: Statistical Package for Social Sciences, a software for surveys and quantitative analysis.
- Proficient in Eviews: Software for data analysis of surveys.
- Proficient with Power Point, Microsoft Word and Excel.
- Good presentation skills

### **EXTRACURRICULAR**

- Part of the Debate Society at Iqra
- Organized a seminar on Marketing Trends for the BBA batch in 2010.
- Worked voluntarily in PAF Museum for earthquake victims in 2005.

### **INTERESTS:**

- Cooking and travelling
- Aspiring to pursue PhD in my field of study