**Sharif Javed**

House no 1535, Street no 22, Mehmoodabad no 06, Karachi | 0332-8057015 |shaarifjaved98@gmail.com

|  |  |
| --- | --- |
| **Key Areas of Work** | |
| ∙ Training & Development | ∙ Recruitment & Selection |
| ∙ HR Operations | ∙ HR General Management |

|  |
| --- |
| **Senior Officer, Human Resources**  **Dubai Islamic Bank (Pakistan) Limited Jan. 2022 to Date**  *Reporting To: Head, Learning & Development* |
| ∙ Providing assistance to Recruitment Team pertaining to direct hiring; Including completion of documentation, coordination of interviews & communication with relevant stakeholders. |
| ∙ Managing Recruitment Database under the supervision of Head L&D |
| ∙ Ensuring processing of joining documents and hand-over to HR Operations team |
| *Reporting To: Acting Head, Learning & Development* |
| ∙ Managed Training Administration, up-keep of training centers, maintenance of training files and records. |
| ∙ Managed all financial transactions and payment reconciliation along with periodic reporting of budget utilization. |
| ∙ Submitted HR Dashboard (for L & D Unit) on periodic basis for reporting to Senior Management, Auditors, Regulators and Parent Group. |
| ∙ Assisted in induction, training & placement of Branch Trainee Officer batches across all regions.  . Conducting trainings on orientation and Islamic Banking for new joiners and third party staff. |
| ∙ Managing the entire e-learning offering through the HRMS. |

**.** Attended Train the trainer course on Gender Sensitivity from SBP to train internal employees of Bank.

|  |
| --- |
| **Management Trainee – Human Resources**  **Imtiaz Super Market Private Limited Jun. 2021 to Dec. 2021**  *Reporting To: Manager HR, Imtiaz Super Market (Zamzama)* |
| ∙ Assisting in management of all HR related matters at store-level. |
| ∙ Supporting Recruitment of staff for the various vacancies at the Store. |
| ∙ Conducting screening of CVs & conducting Interviews for first-level screening. |
| ∙ Maintaining the Hiring Documents, Records & Database of candidates. |
| ∙ Arranging interviews & completing induction / processing for issuance of Offer Letters. |
| ∙ Managing store-level Payroll data, attendance record and implementation of HR policies. |
| ∙ Liaising with ISM Head Office pertaining to HR Record & HR related matters on need basis. |
| ∙ Providing support in Training & Development activities, such as but not limited to, TNA, end-to-end coordination of training execution. |
| ∙ Maintaining the Performance Appraisals record and making need based MIS for review. |
| ∙ Coordination with all internal customers, such as Administration Dept., Accounts Dept. etc. |
| ∙ Coordination with all external vendors and consultants. |

|  |
| --- |
| **Intern – Human Resources (Learning & Development Unit)**  **Dubai Islamic Bank (Pakistan) Limited Jan. 2020 to Jun. 2020**  *Reporting To: Manager, Learning & Development* |
| ∙ Providing support in on-site coordination of In-House Training Programs.  ∙ Updating training records as per need from Attendance Sheets.  ∙ Providing support in screening of CVs for Branch Trainee Officer Batch.  ∙ Providing support in calling candidates for Test & Checking of Test Papers. |

|  |  |
| --- | --- |
| **Academic Education** | |
| ∙ Master’s in Business Administration (MBA)\*  Majors: Human Resources | Karachi University Business School (Dec 2023) |
| ∙ Bachelors in Business Administration (BBA)  Majors: Human Resources | Federal Urdu University, Karachi (Jun. 2021) |
|  |  |
| **Personal Details** | |
| Date of Birth: 03 – August – 1998 |  |
| CNIC No. 42201 – 3904577 – 9 |  |