



## CAREER OBJECTIVE

Seeking a Human Resources Management position where my professional experience and education will allow me to make an immediate contribution as an integral part of a progressive company and to obtain a Management position with a dynamic corporation where I can use my energy and skills to develop, motivate, lead and encourage employee productivity and advancement of organization as well as my career.

### Qamar Sharif

#### Date of Birth

June 07, 1991

#### CNIC No

42301-3658748-7

#### Nationality

Pakistani

#### Domicile

Karachi (Sindh)

#### MARITAL STATUS

SINGLE

#### Address

Bhuari tower flat No.104  
first floor street no.08,  
Main double road azam  
town Mahmoodabad  
Karachi 74200

#### Phone

Cell: +92 343 2827203

#### E-MAIL

qamarsharif007@ymail.com

## PROFESSIONAL SUMMARY

- Results oriented and insightful banking professional with nearly 4 years of experience in banking sector.
- Dependable and organized team player with ability to communicate efficiently and effectively.
- Skilled in building healthy relationship with employee across all levels of an organization.
- Multi-skilled professional with good all-round HR advisory skills. Capable with an ability deal with all the recruitment and resourcing needs of an organization.
- Experienced in providing timely and up to date HR advice
- Extensive knowledge of working practices, recruitment, conditions of employment and diversity issues.

## PROFESSIONAL EXPERIENCE

Currently working as an **Banking services officer- Branch Operations** in **Allied bank limited.**  
**Duration: 1<sup>st</sup> January'2016 - till date**

#### Responsibilities:

- Efficient handling of payments/receipt /sorting of local and foreign currency.
- Entry of opening cash balance, posting of all receipts and payments.
- Handling of the utility bills according to SOP.
- Preparing Cash Management report as per State Bank of Pakistan guidelines.
- ATM Operations and Reconciliation.

Previously worked as a **HR & Administration Officer – Mainly Operations** in **Pearson Vue Karachi.**  
**Duration: 1<sup>st</sup> January 2014 – 29<sup>th</sup> December'15**

#### Responsibilities:

- The Test Administrator position is responsible for providing a secure exam delivery and superior customer
- Service in a comfortable friendly environment.
- Understands and complies with all testing procedures.
- Communicates with internal departments to investigate and fix technical issues.
- Assist in the area of employee relations by providing general human resources policy and procedural
- Guidance, support, interpretation and training.

---

**New Horizons Pakistan limited as an Administrator-Operations**

**Responsibilities:**

- Gathers, tracks, reviews and audits employee data, payroll and HR changes, and benefit transactions, and processes/enters to the HR data and other databases.
- Create and maintain physical and electronic employment records of personnel transactions such as hires,
- promotions, transfers, performance reviews, and terminations
- Interview trainer Personal and Other HR duties as assigned.

Achievements  
**REWARDS**

- Awarded Cash prize for best performance in 2016.
- Team Achievement Award in 2017.
- Promotion

PROFESSIONAL  
**EDUCATION**

- **Masters in Business Administration**  
(Human Resources Management)  
Continue with **IQRA University**
- **Bachelor of Commerce**  
2<sup>nd</sup> Division from Karachi University – 2014  
**Affiliation with St.Patricks College**

COMPUTER  
**SKILLS**

- MOS certified Microsoft Office Specialist word 2007.
- OPERA certified Reservation software.
- PVCTA Certified Pearson VUE Certified Testing Administrator.

Technical  
**SKILLS**

- Leadership Training For (GCF) Graduate Christian fellowship.
- Hotel management (diploma in hospitality management).
- Problem solving and decision makes skills.
- Time management skills.
- Team management skills