

ARSAL JAVED

CONTACT INFORMATION:

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Address: Flat No# AA-102/A Upper Ground Floor, Country
Classic and Sector: 15-B, Buffer zone, North Karachi

OBJECTIVE

To be an integral part of an organization where working environment is conducive which attributes initiation, ingenuity and hard work is highly appreciated and rewarded.

PERSONAL ATTRIBUTES AND SKILLS

Fast Learner, quick to pick required skills hardworking, attractive well-organized personality and knowledge of corporate behavior, soft spoken, ability to speak fluent Urdu and English.

ACADEMIC QUALIFICATION

Degrees	Specialization	Institute	Passing Year
Master (MBA)	Business & Administration	Iqra University, Karachi	Studying
Bachelor of Science (B.S)	Software Engineering	ILMA UNIVERSITY (Formerly IBT), Karachi	2019
Intermediate	Pre-Engineering	D.J Sindh Govt. Science Collage, Karachi	2015
Matriculation	Science	Metropolis Academy	2013

PERSONAL INFORMATION

- ✓ Father's Name : FaizJaved
- ✓ Date of birth : 12-August-1996
- ✓ Marital Status : Single
- ✓ CNIC No : 42101-3544374-3
- ✓ Religion : Islam



REPORTS AND PROJECTS:

- ✓ Project for making website on "ONLINE QURAN ACADEMIC".
- ✓ Project Presentation and Gantt chart on "ONLINE QURAN ACADEMIC".
- ✓ Build a static webpage for "INSTITUTIONAL INFORMATION BASED WEBSITE".
- ✓ Project Report and Website Proposal for "INSTITUTE BASED WEBSITE".
- ✓ Literature Review of "INSTITUTE WEBSITE".
- ✓ Research Report on "ELECTRICITY CRISIS & PROBLEM OF ELECTRICITY IN PAKISTAN AND ITS POSSIBLE SOLUTION".
- ✓ Simple webpage on "PAK SUZUKI MOTORS".
- ✓ Simple webpage on "SINDH POLICE".
- ✓ Presentation on "SOFTWARE PROCESS MODEL".

INTERNSHIP EXPERIENCE:

- ✓ DESIGNATION:
Intern
- ✓ ORGANIZATION:
Habib Bank Limited (HBL)
- ✓ DEPARTMENT:
HR Analytics & Automation
- ✓ DURATION:
2 Months (19-06-2018 To 20-08-2018)
- ✓ KEY RESPONSIBILITY:
 - Create Position on Oracle Applications Cloud with the help of Job Description(JD's) provided by Relationship Manager to Analytic Team.
 - Tagged Position on Oracle Applications Cloud with the help of HBL Position Detailed Report.
 - Create 1050 Profiles on HBL Oracle Cloud Application.
 - Tagged all vacant or filled Position through HBL Oracle Cloud Application.
 - Make Report of all JD's upload to system.



EXPERIENCE:

✓ DESIGNATION:

Data Processor

✓ ORGANIZATION:

Habib Bank Limited (HBL) Through Prime-HR

✓ DEPARTMENT:

HR Operations

✓ DURATION:

June 2019 – Present

✓ KEY RESPONSIBILITY:

- Maintain Employees File Management For New Hiring Staff.
- Maintain Offer Letter & Hiring Approval For New Hiring Staff provided by HR Head & Talent Acquisition Team.
- Generate Employee Personal Number (P.No) of the new employees through maintain MIS provided by the Bank.
- To update all employee's data into MIS (i.e. People Connect Oracle Application).
- Update Qualification, previous employer details and personal reference.
- Maintaining MIS related to Previous Employers of Staff.
- Maintaining MIS related to Qualification Of Staff.
- Maintaining MIS related to Staff References.
- Provide assistance to Manager in Credential Verification of verified cases.
- Provide assistance to Manager in day to day matters.
- Preparing set of documents of each employee for credential verifications as per Vendor requirement.
- Reconciliation of Vendor MIS with hardcopies of verified cases provided by vendor.
- Verification of degrees of new and previous hiring cases.
- Maintain Payroll of ACCA Trainees, CA Trainees, Female Project Interns, Compliance Trainee Officer.



- Maintain Attendance of these employees & leave balance (i.e. Annual Leave or Exam Leave).
- Maintain MIS of Exit Interview Form for the Resigned Employees.

COMPUTER SKILLS

- ✓ Microsoft Office
- ✓ Window Installation
- ✓ Software Installation
- ✓ People Connect
- ✓ Oracle Cloud Application

COURSE

- ✓ PHP Programming with MySQL from INSTITUTE OF BUSINESS & ADMINISTRATION (IBA). (18-10-2017 TO 18-02-2018)

ORGANIZED EVENTS

- ✓ “Business Social Media Conference (BSMC)” seminar in collaboration with MOMENTUM (investment, startups), E. OCEAN (empowering mobile) & INNOVATIVE PVT LTD on 25th of July 2017 at ILMA UNIVERSITY.

LANGUAGES

- ✓ English, Urdu

HOBBIES

- ✓ I fond of reading **Newspapers** every day.
- ✓ I prefer watch **T.V** on leisure time.
- ✓ I am using **Internet** in optimistic way.
- ✓ Outing with **friends**.

REFERNCE

- ✓ Will be provided on demand.

