





CONTACT

 +923411293089

 1114/2 FB Area Block 2

 asadjawed38@gmail.com

 <https://www.linkedin.com/in/asad-m-jawed/>

EDUCATION

Bachelor In Business Administration

Bahria University

2022-2026

Karachi, Pakistan


Intermediate (Commerce)


Guards Public College


2015-2017

Karachi, Pakistan

SKILLS


 Critical Thinking

 Time Management

 Record Management

 Communication

 Talent Acquisition

 Problem Solving

ASAD JAWED

HUMAN RESOURCES PROFESSIONAL

ABOUT ME

I am an HR professional with hands-on industry experience. I am a proactive person and a team player who can deal with people and manage the human resource of the company in a professional manner

EXPERIENCE

Human Resources Officer

JoeyCo Logitech Pvt. Ltd (March 21 - Present)

- Assist in the recruitment process by conducting initial interviews
- Create and post job advertisements on multiple platforms, including LinkedIn and Indeed, to attract a diverse range of candidates.
- Oversaw the entire process of employee onboarding and offboarding, ensuring a smooth and efficient experience for all parties involved.
- Manage employee attendance, leave requests, and records to ensure compliance with company policies and regulations.
- Draft and edit all HR-related documents and letters.
- Collaborate with HR Manager to develop and implement HR policies and procedures.
- Generate biweekly recruitment report to track progress and provide updates on recruitment activities, including candidate sourcing, interviewing, and hiring.
- Maintained accurate and up-to-date employee data, information, and records, ensuring confidentiality and compliance with data protection laws.