



# Muhammad Javed Anwar

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## ABOUT ME

Over a decade in Human Resources, I've held various roles, including Administrative Officer, Assistant HR & Admin Manager, Senior HR Officer, HR Officer, and HR Executive. My experience encompasses overseeing admin operations, supporting HR functions, managing intricate payroll processes, actively engaging in talent acquisition, and contributing significantly to strategic HR initiatives. Currently, I'm dedicatedly serving **at Liaquat National Medical College**.

## WORK EXPERIENCE

02/2023 – CURRENT

### ADMINISTRATIVE OFFICER LIAQUAT NATIONAL HOSPITAL AND MEDICAL COLLEGE

1. Develop and execute administrative policies, procedures and practices that ensure the efficient and effective of the operation department.
2. Strategize and implement the diverse educational programs offered at the Medical College.
3. Conduct the in house examination of undergraduate students, and examinations for selection of medical, nursing and allied health students, interns, residents and nursing staff.
4. Coordinating employee training programs, organizing workshops or seminars, and assisting with career development initiatives to enhance employee skills and knowledge.
5. Responsible for the management of administrative staff and their performance.
6. Managing and maintaining all discipline-related matters to create a workable environment and help staff in all possible ways.
7. Manage the organization's facilities and equipment, including procurement, maintenance, and inventory management.
8. Maintain and update employee records and databases, ensuring accuracy and confidentiality.
9. Handle HR correspondence, including email communication, memos, and reports.
10. Serving as a point of contact for employees, addressing their concerns, and facilitating conflict resolution.
11. Ensure best cleaning practices for all floors and department premises of all locations.
12. Maintain confidential records, files & records of decisions.

04/2019 – 01/2023

### ASSISTANT HR & ADMIN MANAGER GHAZI FOUNDATION SCHOOLS & COLLEGE (HEAD OFFICE)

1. To ensure day to day HR operations are performed with accuracy and timely
2. Implement end-to-end recruiting process to ensure a positive experience for candidates.
3. Maintain attendance records and overall attendance/leaves related matters of employee.
4. Prepare report of changes in payroll on monthly basis and final settlements.
5. Keep and maintain the records of the employee related documents.
6. Handle administrative details and routine issues independently, with excellent ability.
7. Work in cooperation with school and college principals to establish a conducive and favorable staff working environment.
8. Organize priorities and direct incoming information, requests and queries (by emails, & phone ).
9. Make sure staff performance & provide coaching & guide to ensure maximum efficiency.
10. Maintain records of assets for all locations, including inventory management and tracking.
11. Dealing with government organization for educational matters and resolution (FUUAST, BIE, SE&LD).
12. Management of Canteen Service and available of all essential consumables.
13. Develop and manage budgets for the administrative department and monitor expenses.

01/2015 – 03/2019

**SENIOR HR OFFICER** GHAZI FOUNDATION SCHOOLS AND COLLEGE (HEAD OFFICE)

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1. Manage the recruitment process for staff positions, including job postings, screening applications, scheduling interviews, conducting background checks, and preparing employment contracts.
2. Act as a point of contact for staff members regarding HR-related inquiries, policies, and procedures. Address employee concerns, grievances, and disciplinary actions in compliance with the GFSC policies.
3. Identify training needs, coordinate training programs, and assist in the development of training.
4. Responsible for collecting, reviewing, and processing employee timesheets, & leaves records.
5. Handle any changes to employee records, such as new hires, terminations, promotions, & increment.
6. Responsible for end-to-end payroll processing of different employment's category.
7. Serves as a point of contact for employees regarding payroll-related inquiries.
8. Provide accurate and timely responses to queries and any payroll-related concerns.

08/2013 – 12/2014

**HR OFFICER A.** ESSAK & SONS (TEXTILE)

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1. Supporting the development and implementation of HR initiatives and systems
2. Handle the execution of HR tasks providing administrative support to the HR Manager.
3. Assist the HR Manager with recruitment, interviewing, and selection processes and send appropriate correspondence to all applicants in a timely manner.
4. Collecting, calculating, and entering data in order to maintain and update payroll information.
5. Processes the company's payroll every month.
6. Processing of final settlements of employees.
7. Helping newcomers in integration with company departments.
8. Any other duties if assigned from time to time by HR department.

10/2012 – 07/2013

**HR EXECUTIVE** GHULAM ENTERPRISES

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1. Recruitment process, including job postings, screening resumes, conducting interviews, and job offers.
2. Prepare the job offer and share with HR Officer for review and validation.
3. Updating our internal databases with new employee information.
4. Gathering payroll data like working hours, leaves, and bank accounts.
5. Assist with employee engagement initiatives.
6. Maintain accurate HR records and documentation.
7. Make recommendations to management for policy changes as needed.

● **EDUCATION AND TRAINING**

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2023 – 2023

**DIPLOMA IN HRM** eLearning College

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2023 – 2023

**COMPENSATION MANAGEMENT** Great Learning

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05/2023 – 09/2023

**SAP BUSINESS ONE ERP** Ministry of Information Technology, Govt. of Pakistan

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2006 – 2010

**BACHELOR OF COMMERCE, B.COM** University of Karachi

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2018 – 2021

**MBA - GENERAL MANAGEMENT** FUUAST, Govt. of Pakistan

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● **DIGITAL SKILLS**

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Microsoft Office, Microsoft Word Microsoft Excel Power Point, | Microsoft Power BI

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