



Muhammad Javed Anwar

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● ABOUT ME

Across a decade-spanning journey in Human Resources, I have navigated through a variety of roles, encompassing positions such as Administrative Officer, Assistant HR & Admin Manager, HR & Admin Officer, Admin Officer, and HR Officer. My professional trajectory has seen me adeptly oversee administrative operations, provide robust backing to HR functionalities, execute intricate payroll procedures, engage actively in talent acquisition endeavors, drive employee participation, and play a pivotal role in shaping strategic HR undertakings. Presently, I am contributing my expertise at **Liaquat National Hospital & Medical College**.

● WORK EXPERIENCE

02/2023 – CURRENT Karachi, Pakistan

ADMINISTRATIVE OFFICER LIAQUAT NATIONAL HOSPITAL AND MEDICAL COLLEGE

1. Develop and execute administrative policies and procedures that ensure the efficient operations of the department.
2. Strategize and implement the diverse educational programs offered at the HPE.
3. Conduct the in house examination of undergraduate students of medical, nursing and allied health students.
4. Manage the organization's facilities and equipment, including procurement, maintenance, and inventory management.
5. Coordinate and oversee the provision of support services such as mail, courier services and travel desk.
6. Ensure best cleaning practices for all floors and department premises of all locations..
7. Responsible for the management of administrative staff and their performance.
8. Attend Management Committee meetings and address related matters.
9. Depute office attendant as per their job descriptions and requirements..
10. Managing and maintaining all discipline-related matters to create a workable environment and help staff.
11. Arrange training workshops & Seminars in The Department of Health Professions Education.
12. Maintain confidential records, files & records of decisions.

04/2019 – 01/2023

ASSISTANT HR & ADMIN MANAGER GHAZI FOUNDATION SCHOOLS AND COLLEGES

1. Handle administrative details and routine issues independently, with excellent ability of working under pressure.
2. Coordinate and manage building maintenance, electricity, generators, CCTV, and Labs.
3. Organize priorities and direct incoming information, requests and queries (by emails & phone).
4. Make sure staff performance & provide coaching & guide to ensure maximum efficiency.
5. Maintain records of assets for all locations, including inventory management and tracking.
6. Dealing with government & private organization for legal matters and resolution.
7. Management of Canteen Service and availability of all essential consumables.
8. Develop and manage budgets for the administrative department and monitor expenses.
9. To ensure day to day HR operations are performed with accuracy and timely.
10. Implement end-to-end recruiting process to ensure a positive experience for candidates.
11. Maintain attendance records and overall attendance/leaves related matters of employee
12. Prepare payroll on monthly basis and final settlements of all permanent employees.
13. Administer new employee on-boarding and orientation.

01/2015 – 03/2019

HR & ADMIN OFFICER GHAZI FOUNDATION SCHOOLS AND COLLEGES

1. Establishing a system of awareness & training and testing of all administrative matters responsible according to the policies and procedures of GFSC and ensuring proper implementation.
2. Ensuring the renovation, repair, all organizational, security, and administrative matters of GFSC.
3. Meeting management's schedule, identifying and improving weak points to enhance visit performance.
4. Maintaining attendance and log for the activities of janitorial staff, gatekeeper and office boy.
5. Managed precise payroll records, encompassing salary, benefits, and deductions information.
6. Facilitate employee's onboarding process including follow-ups meeting with new hires.
7. Implement end-to-end recruiting process to ensure a positive experience for candidates.
8. Handled HR general operations: attendance, leave, employment letters, and related tasks.
9. Purchase of various materials from local market.
10. Responsible for maintaining good relations with government agencies and officials.

08/2013 – 12/2014

ADMIN OFFICER A. ESSAK & SONS (TEXTILE)

1. Ensure the smooth and adequate flow of information within the company.
2. Monitor inventory of office supplies and the purchasing of new material.
3. Maintain Computerized Work Order System as directed by the department.
4. Prepare confidential letters, labels, envelopes, documents, reports, etc.
5. File, copy, and/or deliver or mail documents.
6. Order office supplies to ensure proper inventory.
7. Ensure that all work is carried out in a safe and efficient manner.
8. Assist manager in his personal work like, email drafting documentation etc.
9. Perform other administrative duties as assigned/need by the Admin Department.

10/2012 – 07/2013

HR OFFICER GHULAM ENTERPRISES

1. Manage the recruitment process, including job postings, and screening resumes.
2. Prepare the job offer and share with HR Manager for review and validation.
3. Ensure that the recruitment tracker is constantly updated.
4. Updating internal databases with new employee information like contacts and employment forms.
5. Gathering payroll data like working hours, leaves, and bank accounts.
6. Assist with employee engagement initiatives.
7. Maintain accurate HR records and documentation.
8. Make recommendations to management for policy changes as needed.

● **EDUCATION AND TRAINING**

2023 – 2023

COMPENSATION MANAGEMENT Great Learning

2023 – 2023

DIPLOMA IN HRM eLearning College

05/2023 – 07/2023

SAP BUSINESS ONE ERP Ministry of Information & Telecommunication, Govt. of Pakistan

2018 – 2021

MBA - GENERAL MANAGEMENT FUUAST, Govt. of Pakistan

● **DIGITAL SKILLS**

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