



# JAWAD HUSSAIN

Dedicated HR Executive with a strong background in recruitment, onboarding, and employee relations. Skilled in communication, customer service, and leadership. Aspiring Bank Manager with seven years of experience in financial management, accounting, and HR. Proven track record in branch operations, team leadership, and customer satisfaction. Experienced in financial analysis, regulatory compliance, and fostering a collaborative work environment. Passionate about driving operational excellence and seeking a challenging role to leverage diverse skills.

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## EDUCATION AND QUALIFICATION

- 2008 - 2010  
COMPUTER SCIENCE | GOVT. COMPREHENSIVE HIGH SCHOOL
- 2010 - 2012  
INTERMEDIATE IN COMMERCE | M.A JINNAH COLLEGE OF COMMERCE
- 2013 - 2015  
B.COM IT | M.A JINNAH COLLEGE OF COMMERCE

## WORK EXPERIENCE

- 2017 - 2018  
**HR EXECUTIVE AT URTASKER LTD.**  
As an HR Executive at Urtasker.Ltd, I played a key role in managing various HR functions within the company. I was responsible for overseeing recruitment processes, conducting interviews, and facilitating on-boarding procedures. Additionally, I actively participated in employee relations and performance management activities, ensuring a positive work environment.
- 2018 - 2021  
**BUSINESS DEVELOPING OFFICER AT BANKISLAMI PAKISTAN LTD.**  
Identified and pursued new business opportunities that resulted in the acquisition of five new accounts. Also, developed a business plan and raised initial capital from investors to launch the business. Developed and implemented a business continuity plan that ensured business operations continued seamlessly in the event of a crisis. I have developed and maintained customer relationships, resulting in a 60% increase in repeat business.
- 2021 - 2024  
**RELATIONSHIP MANAGER AT BANK ALFALAH PAKISTAN LTD.**  
Resolved customer issues in a timely and efficient manner, resulting in a 80% reduction in customer complaints. Managed customer accounts to ensure timely delivery of products and services, resulting in a 70% customer retention rate. Established and maintained a network of contacts to increase brand awareness and identify new business opportunities.
- 2024 - Continued  
**RELATIONSHIP OFFICER AT EMIRATES ISLAMIC BANK (UAE)**  
I was responsible for generating leads, managing customer relationships, and ensuring the successful disbursement of personal loans. The role involves meeting sales targets, delivering excellent customer service, and maintaining compliance with banking regulations.

## REFERENCES

References will be furnished upon request.

### PERSONAL SKILLS



### PROFESSIONAL SKILLS

